

Director of Enrollment Management

Founded in 2020, Saint Paul Diocesan Junior/Senior High School is a co-educational, multicultural, faith-filled Catholic Community rooted in God's love and the Joy of the Gospel. Together, we form our minds, hearts, and souls in pursuit of excellence by seeking to develop the whole person. Conscious of Jesus' message that lasting happiness is found in love of God and neighbor, we strive to grow intellectually, spiritually, and morally in light of the great Catholic intellectual tradition. With God's grace, we endeavor to strengthen our relationship with God, and to use our knowledge and unique gifts in service to others. As the newest and largest Catholic, co-educational, regional junior/senior high school of Worcester County, Saint Paul is an educational ministry sponsored and operated by the Roman Catholic Diocese of Worcester.

Appointed by the Head of School, the Director of Enrollment Management is responsible for designing, implementing, and monitoring the school's comprehensive enrollment management system. The Director will have broad authority and responsibility for oversight of all aspects of enrollment and student retention programming including domestic and international recruitment, admission processes, database management, administrative resources, and marketing.

School Background & Profile:

In December of 2019, Bishop Robert J. McManus announced the merger of the two Worcester diocesan junior/senior high schools, St. Peter-Marian CCHS and Holy Name CCHS, in forming a newly constituted diocesan junior/senior high school. After a careful consultative review, Bishop McManus announced in March of 2020 that the new school would be named in honor of the patron saint of the Diocese of Worcester, and that Saint Paul Diocesan Jr/Sr High School would be cited at the current Holy Name campus on Granite Street.

Animated by the example of our patron saint and namesake, we are a mission-minded community of learners. As a Catholic, college preparatory, co-educational school, we seek to form young men and women of conscience who will be active participants in the life of the Church and society. We prepare students to lead and serve as equals both in and beyond the classroom, readying them for college and career.

Of our students, approximately 35% identify as non-white, 21% speak a language other than English at home, and 5% are international students studying abroad. For our inaugural graduating Class of 2021, 79% of students report having been accepted by their first-choice college/university. Our emphasis on academic excellence is witnessed in the professional educators who shape and support our students. More than 90% of our teachers hold an advanced degree, and the average tenure in education of a Saint Paul teacher is 14 years. This professional experience is expansive and allows for Saint Paul to offer a diverse and enriching curriculum for grades 7 - 12. Our course catalog is available at the Saint Paul website www.SaintPaulKnights.org

Responsibilities and Expectations:

The Saint Paul Director of Enrollment Management requires a well-qualified person, one who can build upon the legacy of diocesan education in forging ahead towards an exciting future for Saint Paul. We seek a creative enrollment team leader to promote the best of Saint Paul, one who can speak to and actively engage the next generation of families seeking an excellent and authentic Catholic education.

- Promote the integration of the school's Catholic mission in all areas of school life
- Recognize enrollment opportunities, develop strategies, and implement domestic and international student recruitment enhancements that serve the mission of the school
- Develop and maintain a student enrollment stream and database that incorporates benchmarks, metrics, and uses appropriate data in growing the student enrollment base
- Supervise and evaluate the performance of enrollment personnel
- Propose annual budget for enrollment management needs to the Head of School
- Build strong relationships with internal constituencies that motivates support of enrollment and retention best practices
- Strategically leverage the time of school leadership in meeting enrollment targets
- Collaborate with school-based staff in identifying at-risk student populations and designing responsive student retention programming
- Serve on the Student Life Team as a Class Dean of grades 7-8, assisting in the implementation and supervision of Student Life programming along with the two high school Class Deans and the Assistant Principal of Student Life
- Teach one section of an academic course
- Collaborate with the Office of Student Financial Services in effectively leveraging financial aid resources in maximizing acceptance and enrollment yields
- Communicate effectively with school representatives, parents, students, alumni, and prospective families
- Lead efforts, in collaboration with school personnel, to develop, implement, and assess strategic marketing programs, including digital and social media marketing

Required Qualifications:

- A demonstrated enthusiasm for Catholic education.
- A practiced understanding of recruitment, enrollment management, and retention strategies in a preK-12 educational setting.
- A team approach that enables colleagues to cultivate strong community ties and networks among feeder schools and communities.
- Experience in working and interacting with governing boards, volunteer leaders, and stakeholders.
- Experience in developing and executing all forms of communications including digital media.
- Demonstrated success with hiring and team development.
- Outstanding communication and interpersonal skills.

- Previous teaching experience
- Minimum of a bachelor's degree (advanced degree preferred) in management, marketing, public relations, or a related field, and a minimum of 5 years relevant experience with a record of accomplishment.

This is a (12) month salaried position. Compensation will be competitive and commensurate with experience. An attractive benefits package including 403(b), medical, dental, life, and disability insurance, and support for professional development will be provided. A description of diocesan benefits can be found at <https://www.worcesterdiocese.org/employee-benefits>

The Diocese of Worcester does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Applications will be reviewed on a first-come basis and the position will remain open until filled. Candidates are requested to electronically submit a cover letter, resume, references, and salary requirements to:

Mr. Michael J. Clark
Head of School
& Associate Superintendent
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