De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers), is a Lasallian Catholic college preparatory school for boys providing a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The school’s atmosphere is one that is moral, caring, and joyful. The school is located in the City of Concord, 25 miles east of San Francisco on a 20-acre campus characterized by beauty and openness.

Position Description
The Director of Admissions oversees all aspects of recruitment and admission, through enrollment and retention of a highly qualified and capable student body. The Director develops and implements both short term and long-term recruitment strategies to ensure that De La Salle High School meets and sustains enrollment objectives. The ideal candidate will be a data-driven decision maker, an experienced admissions professional (and financial aid professional, if possible), and a creative leader in admissions, recruitment, and retention. The Director will develop and lead inclusive outreach efforts to draw diverse families to the school and ensure that De La Salle continues to enroll promising students who both thrive as part of the school community and in turn contribute to the community as a whole. The Director helps ensure De La Salle attracts men of faith, integrity, and scholarship.

Prospective Candidates
The Director should be a team player who has a warm collaborative nature, positive energy, sense of humor, possesses superior organization and prioritization skills, and is self-motivated in the completion of his/her work. She/he will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills and the ability to interact comfortably with a variety of people. This person will have a genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators and ultimately be able to manage expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.
**Qualifications and Experience**

- At least 2-3 years of experience in admissions or a closely related field
- Ability to communicate with inspiration, compassion, and clarity in written, verbal, and presentation formats
- Focus on relationships and constituent care
- A particular interest in single-gender education
- Excellent interpersonal, organizational, and managerial skills
- Ability to plan strategically, and collaborate effectively with others to meet goals
- Execute responsibilities efficiently, accurately, and on or before deadlines
- Possess expertise in and/or the ability to learn software and web-based applications
- Initiative, flexibility, humility, curiosity, and a commitment to learning and growth
- Exhibit sound judgment related to confidential conversations, projects, and information related to the School or any of its constituents
- Ability to communicate clearly with others, supervise others, and work as a team member
- Ability to organize information and keep clear records
- Strong knowledge of admissions software (Word, Excel, PowerSchool, SchoolAdmin, and others)
- Ability to communicate in effective English with staff, outside firms, parents and students etc. in person, by telephone, and in writing. Spanish fluency is welcome.
- Passion and initiative to promote the school
- Knowledge of admissions standards
- Ability to work effectively in a diverse community and to promote diversity
- Ability to speak Spanish preferred

**Interested? Capable? Eager?**

If so, please apply online [here](http://www.dlishs.org).

Review of applicants will begin immediately and continue until the position is filled. Please visit the school website (www.dlishs.org) for more information about De La Salle.

*De La Salle High School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one’s ability to perform the essential functions of one’s job or any other category protected by law.*