



## **Director of Admissions**

Serving ethnically diverse students, De La Salle North Catholic High School in Portland, Oregon is committed to the mission of providing a high quality, Catholic, college-bound education to low income students from around the Portland area in a unique, faith-based educational model. [www.delasallenorth.org](http://www.delasallenorth.org)

De La Salle North Catholic High School seeks a dynamic and creative professional interested in leading and directing admissions and recruitment operations for our Catholic, college preparatory school – grades 9 through 12 – located in Portland, Oregon. This is an exceptional full-time opportunity for a motivated, organized, advocate who is interested in promoting Catholic education and supporting relationships with local parishes, public and private schools, and the community as a whole, while also upholding student diversity, service to low income families, and adherence to De La Salle's mission and core values.

The successful candidate will be responsible for the external recruitment of students and the internal management of the admissions department, admissions print publications, advertising, and marketing/recruitment efforts in coordination with the school president.

Specific Responsibilities include but are not limited to:

- Meet enrollment goals for local geographical area while also upholding ethnic, cultural and financial diversity objectives.
- Develop and maintain close working relationships and perform on-going outreach with local parishes, priests, Religious Education directors, Catholic elementary and middle schools, and key public school constituents.
- Collaborate with the president and principal in development and maintenance of the admissions office's recruitment and marketing plan with the purpose of promoting De La Salle's visibility and general recruitment efforts.
- Assist in the development, maintenance and execution of the department's communication plan to prospective students, parents, admitted students and the community at large.
- Travel on behalf of De La Salle for recruitment and other school related events to parishes, schools, and community organizations throughout the Portland area.
- Speak publicly to individuals and groups both on and off campus.
- Assist prospective students with admission application process, conduct placement testing and interviews, and gather student data and transcripts from previous schools.
- Evaluate and execute admissions decisions on applicant files.
- Participate in school management team meetings and admissions department meetings.
- Develop and monitor statistical reports to enhance recruitment strategies, future forecasting, operational efficiency and enrollment planning initiatives.
- Calendar the yearly admissions process and share information with school personnel.
- Organize student shadow programs, Open House, and other formal and informal programs and visits.
- Coordinate all aspects of evaluating and recommending International students.

Qualifications and Experience:

- A bachelor's degree with a minimum of 3 years of experience in school admissions, sales and marketing, or administrative assistance.
- Bi-lingual/bi-literate in English and Spanish.
- Experiences with marketing and production of a variety of media, particularly print and social media.
- Ability to effectively communicate in person and in writing; able to speak publicly.
- Knowledge of and experience with the Catholic Church and preferably Catholic education.
- Should possess high energy, organizational skills, and interpersonal skills. The successful candidate should have the ability to serve as an articulate spokesperson for the mission and values of De La Salle North.
- Should possess a competency for analyzing recruitment-related data and assessing admissions activities as a part of an overall strategic enrollment planning initiative; must understand the uses of technology in the recruitment process.
- Must possess experience working with diverse populations.
- Able to travel and work a varying schedule that may include some weekends and evenings.

Salary range: DOE with generous benefits

Submit application: Send cover letter and resume to [careers@dlsnc.org](mailto:careers@dlsnc.org). Position open until filled. Applications received by May 29<sup>th</sup> will be given first consideration.

**Leanne Murray**  
**Executive Assistant to the President / HR Coordinator**  
**De La Salle North Catholic High School**  
**7528 N. Fenwick Avenue | Portland, Oregon 97217**  
**T [503.285.9385 ext.122](tel:503.285.9385) | F [503.546-8991](tel:503.546-8991)**  
**E [lmurray@dlsnc.org](mailto:lmurray@dlsnc.org) | W [delasallenorth.org](http://delasallenorth.org)**