

Calvert Hall is currently seeking a Full-Time Assistant Director of Admissions for the 2019-2020 school year.

Calvert Hall College High School, a Catholic and Lasallian college preparatory school, provides a diverse community of young men with a broad and balanced human and Christian education through excellent academic and extracurricular programs that promote leadership, achievement and service within the church and community.

We are seeking a dynamic individual who is prepared to interact with prospective students and families during the high school recruitment process.

The preferred candidate will have a bachelor's degree, strong interpersonal, communication and mentoring skills. Experience in an Admissions role is preferred.

Additionally someone who will:

- Accompany/Attend/Coordinate Middle School High School Nights
- Accompany/Attend/Coordinate evening Calvert Hall recruiting events
- Manage the Admissions Homeroom
- Give morning presentation to families of Shadow Day visitors
- Manage the follow up process to Shadow Days (Thank View and Parent Call Team)
- Annually produce/edit individual departmental brochures
- Be an integral part of the Admissions Committee decision making process
- Attend all calendared events related to the Admissions Process (evenings/weekends)
- Conduct individual campus tours

Calvert Hall is an equal opportunity employer, and is constantly seeking excellent candidates to fill faculty and staff positions. In each position, we seek someone who has the ability to work on a team, who is open to professional growth, and will be committed to our school's Lasallian mission.

Deadline: Resumes for this position will be accepted until August 9, but interviews will be scheduled as applications are received.

Qualified candidates can submit their resume electronically to [employment@calverthall.com](mailto:employment@calverthall.com) (Word/PDF/RTF format preferred). Resumes can also be mailed to:

Chuck Stembler, Principal  
Attn: Employment  
8102 La Salle Road  
Baltimore, MD 21286