

Admissions Officer
JOB DESCRIPTION

Northeast Catholic College and Its Mission

Northeast Catholic College is a residential Catholic liberal arts college located in Warner, New Hampshire. Founded in 1973, the College calls its students—through the rigorous study and discussion of primary texts and through its vibrantly Catholic culture—to the life-long pursuit of intellectual and moral virtue and a life of human flourishing marked by joyful communion and oriented to faithful discipleship.

Job Summary

Overview:

Northeast Catholic seeks a new Admissions Officer to become an integral part of the admissions team. This person should be energetic, flexible, positive, eager to learn, eager to serve, and committed to recruiting students to undertake a faithful Catholic liberal arts education that is one of the finest in America. At Northeast Catholic, members of the admissions team participate in the educational mission of the college from the first contact they have with potential students and their families. They do this by introducing them to the nature, means and ends of Catholic liberal education. Simultaneously, the team invites potential students to become part of a Catholic collegiate community that is joyful in its faith and oriented fundamentally to seeking Wisdom. Recognizing the profound needs of the present moment in our society and Church, members of the admissions team undertake their work in the service of the college, the greater Church, and the nation.

The Admissions Officer will work as part of a fast-paced admissions team that actively seeks to discover potential applicants and follows up with potential students to establish a bridge to enrollment.

The ideal candidate will be detail-oriented, have strong interpersonal and writing skills, be happy to make multiple phone calls with applicants and their families each day, have experience working with a database management system, and be committed to authentic Catholic liberal arts education. Though distinct from a sales environment in many ways, it is comparable in other ways: the admissions team actively and dynamically builds relationships with potential students and their families, relationships that will enable qualified applicants to enroll as students.

Responsibilities:

This Admissions Officer will be responsible for:

- Discovering and enrolling qualified potential students who seek an extraordinary collegiate experience animated by liberal arts education and the Catholic faith
- Working directly with prospective students and their families throughout the admissions process
- Recruiting new students for the upcoming academic year while maintaining a pipeline of prospective students for future years
- Coordinating on-site campus visits and interviews for prospective students and families
- Enhancing systems and procedures for following up with and marketing to prospective students

- Managing events related to recruiting and long-term development of prospective students
- Building relationships with homeschool groups, school administrators, youth leaders, priests, pro-life groups, etc. to help foster long-term success in recruiting efforts
- Traveling to conferences, high-schools, homeschool events, etc., and to meet with families, to communicate awareness of Northeast Catholic College and what it offers while identifying new prospective students
- Working closely with families on financial aid needs

Qualifications:

- Minimum of a Bachelor's degree required
- Minimum one to three years of progressively responsible professional business experience
- Excellent time management and organizational skills for project management, coordinating meetings, travel schedule and specific arrangements
- Excellent multi-tasking skills and ability to work under pressure and meet deadlines
- Ability to coordinate multiple projects that may have competing deadlines and priorities
- Clear and effective writing skills
- Experience in recruiting
- Experience with data management and customer relations management
- Good phone skills
- Must be willing to occasionally work evenings and weekends when necessary
- Knowledge and understanding of the Catholic Faith and Catholic business community strongly preferred
- If Catholic, willingness to affirm fidelity to the magisterial teachings of the Church; if not Catholic, a respect for and willingness to learn more about the Catholicity of the college and its mission

This Admissions Officer will report to the Director of Admissions.

Unity of Purpose

Applicants for this position should review carefully the content found here:

<https://www.northeastcatholic.edu/mission->

<https://www.northeastcatholic.edu/catholic>

<http://www.ncregister.com/blog/twehner/finding-god-on-the-quad>

At Northeast Catholic College, the president, trustees, Catholic faculty and Catholic members of the staff pledge their fidelity to the teaching and practices of the Church at the beginning of each academic year. This gives public witness to the unity of our mission and purpose. When applying for this position, the applicant should indicate in his or her cover letter that he or she has read and understood the content found on the pages linked above and is prepared to commit to the College's self-understanding and mission.

Candidates should submit a cover letter, resume and three references to Michael Beecher mbeecher@northeastcatholic.edu. Please include "Admissions Officer" in the subject line of the message.