

**Saint Thomas More School**  
**Job Description for Assistant Director of Admissions**

The Assistant Director of Admissions is expected to support all Admissions Office recruitment and enrollment efforts through collaborative and active participation. Primary job responsibilities include the following:

**Recruitment**

The Assistant Director of Admissions' role in building a strong referral network include the following:

- Set up consultant tours
- Set up Open House days with the Director
- Attend school fairs
- Attend conferences with the Director of Admissions
- Travel to Pacific Rim and other areas for recruitment

**Identifying Candidates/Enrollment**

- Screen daily phone/email inquiries and follow up as needed - screening includes review of educational testing to ensure appropriate match
- Assist in preparing mailings related to enrollment

**Process applications**

- Host family visits, tour and interview as needed
- Contact families regarding missing information
- Follow up with referral
- Inform families of decisions
- Participate in Admissions Committee meetings.

**Related Duties**

- Assist in maintenance/update of Admissions database (computer training provided as needed)
- Participate in regular school duties
- Support and execute all directives of the Admissions Director, specifically concerning admissions, financial aid and residential life.

This is a year round position with four weeks vacation time. Vacation time would be subject to the approval of the Admissions Director; June and August are not options.