



Bellarmino
College Preparatory

Director of Admissions

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

Bellarmino College Preparatory, located in San José, California invites applications for a Director of Admissions position beginning July 2022. The Director of Admissions is responsible for the strategic recruitment and enrollment of students, overseeing all aspects of admissions from inquiry through orientation. The ideal candidate is an experienced admissions professional familiar with the execution of data-driven decision making and for implementing a comprehensive marketing strategy. The Director will lead a collaborative effort to develop and implement short- and long-term enrollment objectives. This position reports directly to the President. Working at Bellarmine requires a commitment to the mission and values of the school, as well as an enthusiasm for contributing to its co-curricular programs.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Essential Responsibilities:

- Engage and inform prospective students and families about Bellarmine College Preparatory and the benefits of a Jesuit education
- Foster relationships with internal and external constituents promoting Bellarmine’s unique all-male learning community
- Achieve the annual recruitment and enrollment goals established by the office of the President
- Develop and implement short and long-term marketing and recruiting strategies
 - Identify growth opportunities for Catholic, private, and public schools
 - Annually review process and emerging market patterns
- Create and cultivate relationships with community partners and schools to continue to grow our diverse student population
- Work in collaboration with Summer Programming to capitalize on opportunities to expose new and diverse students to Bellarmine
- Provide leadership and support as part of the Admissions Team to assistant director and administrative assistant
- Execute ongoing on-campus programs and admissions events including Shadow visits, Student Hosts, Tours, Open Houses, Information Nights and other additional promotional programs as needed
- Develop and maintain strategic database of potential students and schools
- Oversee applications process, review admission files, manage testing, and chair the Admissions Committee for incoming 9th graders and transfer students
- Work closely with Student Services for Disabilities and Diversity, Equity and Inclusion Directors to ensure appropriate support and resources
- Partner with Business Office for coordinating tuition assistance
- Develop and manage budget
- Serve on school committees at the request of the administration
- Support the mission and philosophy of the school
- Abide by all school policies and regulations
- Complete other duties and/or projects as assigned



Bellarmino
College Preparatory

Minimum Qualifications/Skills:

- Bachelor's Degree from an accredited college/university; preferably in marketing, education, business or related area
- Extensive experience in secondary or college admissions, secondary education, recruitment or marketing
- Excellent verbal and written communication skills, including the ability to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Strong organizational skills which include: records and procedural management for 900+ enrollment files
- Ability to work effectively with adolescents and staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Demonstrated commitment to cultural proficiency
- Proven innovator, self-directed with demonstrated ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- 3-5 years prior experience at the middle school, high school or college level, preferably at a Jesuit or Catholic school

Physical Requirements:

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the classroom as needed
- Ability to safely and comfortably travel around our campus
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material on a computer screen (often for extended periods of time) and/or on a mobile device/laptop

General Information:

- This role is a 3/5 position, and the school will work with the next director, depending upon their skillset, to assign other responsibilities in order to make this fulltime. As a Regular Full-Time Exempt position, the employee is expected to work as many hours as their job responsibilities require, which could include evenings and weekends
- This position is eligible for benefits
- This position has direct reports: administrative support, assistant director
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about July 1st to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration



Bellarmino
College Preparatory

To Apply Online: View [BCP Career Center](#) and apply directly online.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
