



DIRECTOR OF ADMISSIONS

Founded in 1851, Bellarmine College Preparatory is among the oldest and most distinguished Catholic schools in the country. Enrolling more than 1,650 boys in grades 9-12, Bellarmine forms “men and women for and with others” – students and adults who are oriented toward faith, love, justice, and the greater good. To learn more about our mission, please visit www.bcp.org.

Bellarmino College Preparatory, located in San José, California invites applications for a Director of Admissions position beginning July 2023. 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 strategic thinking, the execution of data-driven decision making, and 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 Principal. 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.

Located on a stunning, contemporary campus in the heart of San Jose, Bellarmine espouses Silicon Valley’s ethos of innovation, talent, and creativity. The school embraces the cultural and spiritual diversity of Santa Clara County and explicitly reflects values that stem from its identity as a Jesuit school: truth, service, justice, and the presumption of good will. The work environment is highly collaborative, team-centered, and relationships are deeply valued across all school constituencies.

Bellarmino seeks an on-site Director of Admissions who can effectively communicate how our all-male, Jesuit secondary school is unique and attractive within the Silicon Valley secondary school landscape and drive creative marketing and recruitment efforts.

BELLARMINE AT A GLANCE

MISSION

Bellarmino College Preparatory is a community of men and women gathered together by God for the purpose of educating the student to seek justice and truth throughout his life.

We are a Catholic school in the tradition of St. Ignatius of Loyola, the Founder of the Society of Jesus. As such, our entire school program is dedicated to forming "men for and with others" – persons whose lives will be dedicated to bringing all their God-given talents to fullness and to living according to the pattern of service inaugurated by Jesus Christ.



Bellarmino has a student body of approximately 1,650 students in grades 9-12. Our students matriculate from 130 feeder schools across the Silicon Valley.

STUDENTS	ENROLLMENT	SERVICE	ACADEMICS AND ACTIVITIES
65% Catholic students	25% of students receive tuition assistance	Students volunteer over 50,000 hours every year	99.5% of graduates attend college
54% Students of color/46% white students	\$6.0M Tuition Assistance Budget	Local, domestic and international service immersion program	Robust co-curricular program



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.

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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 Principal
- 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

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 travel safely and comfortably 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:

- Salary Range: \$100K - \$135K DOE
- This role is a Full-Time position. 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 Bellarmine's excellent benefits package
- 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

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.*
