



The Distinctive
Leader in
Catholic Education

Director of Admissions

St. Charles Preparatory School, Grades 9-12, Catholic College Preparatory School located in Columbus, Ohio

Job Description:

St. Charles is seeking an energetic, principled, creative individual to lead its efforts to attract students to attend a school that turns young boys into men. The school is recognized for its rigorous academic program, as well as a strong Catholic identity. The school currently enrolls about 560 boys and is able to draw from all of Franklin county and its surrounding areas. The Director of Admissions will report directly to the Principal. The Director of Admissions will:

- Facilitate open houses and individual family visits to campus;
- Visit grade schools and middle schools that feed into St. Charles;
- Create marketing and publications related to recruitment (videos, digital marketing, social media)
- Coordinate annual academic scholarship test;
- Conduct student interviews as part of the admission process;
- Coordinate admission website

Qualifications:

BA Degree minimum. 2-3 years of admission experience. The ideal candidate will have previous experience in Catholic education and the desire to create a plan to increase enrollment over the next 2-3 years. This individual must be articulate and support the mission of the school and must be a superb writer and oral communicator. In addition to believing in the importance of diversity in a school, this individual must be a leader respected by students, faculty and parents.

Please send resume to:

Mr. John O'Neil, Academic Dean
St. Charles Preparatory School
2010 E. Broad St.
Columbus, Ohio 43209
joneil@scprep.org