

FAITH - INTELLECT - SERVICE



Director of International Admissions

Reporting to the President, the **Director of International Admissions** supervises, directs and takes responsibility for international admissions in the day-to-day activities required to meet the annual international student enrollment goals.

Essential Responsibilities:

The Director manages the recruitment and admissions of all international students into St. Bernard's Catholic School.

The Director of International Admissions is accountable for the effectiveness of all international student recruitment activities including:

- Developing an annual strategic plan.
- Following through with strategic territory management initiatives.
- Marketing and territory management plans.
- International, national, and regional travel.
- Application review and interviews.
- Communication with faculty.
- Relationships with overseas and domestic recruiting companies.
- Planning new special projects.

The Director is also responsible for overseeing the timely processing of all I-20 Forms produced by the School, and will serve as one of the School's Designated School Officials in order to facilitate international recruitment.

The Director works collaboratively with the Dormitory Director, Dean of Academics, Dean of Students, Experience USA staff, and the Executive Assistant on projects and events to ensure the overall success of the international recruitment effort.

The Director administrates the School's Homestay Program where duties include:

- Placement of students with homestay families.
- Recruitment and retention of homestay families.
- Consistent monitoring of student and family living situations and relationships.

The Director will be called upon to represent the School at professional regional, national and international conferences and duties include:

- Present on behalf of the School by making presentations.
- Writing letters and articles and communicating information to overseas partners.
- Make admissions presentations at secondary and post-secondary schools in other countries and at receptions in these countries for students and parents, agents and companies.
- Interview prospective students.
- Perform various other duties related to general international admissions activities.

The successful candidate should have experience building and managing relationships with international agents.

Qualifications:

Bachelor's degree required plus 2-5 years experience in the management of admissions activities and leadership experience; consideration will be given for an equivalent combination of education and experience. Ability to speak Mandarin Chinese is preferred.

Required Skills:

Knowledge of computer databases, Student and Exchange Visitor Information System (SEVIS), and the utilization of the web and social media for recruitment are essential.

The selected candidate will possess strong organizational, program development, communication skills, creative thinking and reasoning abilities with the demonstrated competency to oversee multiple tasks with keen attention to detail is required. Must possess excellent writing and editing skills and be able to contribute to all aspects of the production of international admissions marketing materials. This position requires the ability to work with and provide support to a broad range of internal and external constituents including staff, students and faculty. Must be skilled in computer databases, information systems and technologies including the Student and Exchange Visitor Information System (SEVIS), and be able to utilize the web for recruitment.

Review of applications will begin immediately and continue until the position is filled.

Please send cover letter and resume to:

David Sharp, President
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