



MOTHER MCAULEY

Liberal Arts High School

POSITION POSTING: RECRUITMENT COORDINATOR

Mother McAuley Liberal Arts High School, sponsored by the Mercy Educational System of the Americas, a Catholic college preparatory, all female high school, located on the southwest side of Chicago, is seeking a full-time Recruitment Coordinator. The Recruitment Coordinator functions in accordance with the policies and procedures of Mother McAuley High School and is directly accountable to the Director of Recruitment and Admissions. The Recruitment Coordinator works cooperatively with members of the Institutional Advancement Team.

Some of the essential responsibilities include, but are not limited to the following:

- Interfaces with prospective and existing students to communicate the philosophy and features of the school.
- Acquires and maintains accurate information relating to Mother McAuley's programs, curriculum, policy and procedures, enrollment process, and extracurricular/sports activities.
- Compiles statistics, prepares reports and communicates results to management.
- Reports weekly to the Director of Recruitment and Admissions and works closely with others in the Institutional Advancement (IA) Department.
- Maintains a positive attitude and team approach within the IA Department.
- Facilitates and attends grade school recruitment visits, high school marketing fairs, evening high school fairs and other recruitment or marketing events.
- Maintains an accurate and current database of prospective students.
- Coordinates and maintains communication with prospective students.
- Produces biweekly recruitment newsletter for prospective students.
- Assists with regular updates and enhancements to the website for recruitment.
- Remains current in the areas of website design, technology and software updates and changes.
- Assists with the planning and execution of recruitment events and helps with other school events, as needed.
- Manages and executes the Shadow Program under the guidance of the Director of Recruitment and Admissions.

Qualifications:

- A Bachelor Degree.
- Demonstrated marketing skills.
- Excellent verbal and written communication skills.
- Ability to prioritize and organize multiple tasks.
- Dynamic people skills.
- Possess excellent verbal communication, presentation and interpersonal skills with an ability to establish rapport with an array of people.

This is a full-time (12 month/year-round) position. Availability for some evening and weekend events is required. We offer a competitive salary and a comprehensive benefits package including medical, dental, life insurance, retirement plan and paid time off.

Many opportunities to be involved in extra-curricular activities such as club moderator and coaching are also available. Participation in these activities is strongly encouraged and welcomed.

Interested candidates should forward their resume to:

Attention: Judy Porch

Mother McAuley High School

3737 West 99th Street

Chicago, IL 60655

Fax: 773-881-6562

jporch@mothermcauley.org

Mother McAuley is an equal opportunity employer. Resumes will be accepted until the position is filled.