



## Mount Notre Dame Admissions Program Coordinator

Mount Notre Dame High School is seeking a qualified individual for a full-time position as Admissions Program Coordinator. The position will start in April. The ideal candidate will have a passion for Mount Notre Dame, possess the skills to implement creative programs for prospective students and command strong interpersonal, communication and technology skills. The position does require some flexibility for evening and weekend admissions events. Includes benefits.

A bachelor's degree (Education, Marketing, Communications, or other related field) is required.

Responsibilities include:

- Create, plan, implement and evaluate recruitment programs for prospective students
- Manage the shadowing program for eighth grade students
- Oversee and coordinate logistics of various admissions events
- Operate the internal admissions office software (Blackbaud Enrollment Management)
- Interact directly with prospective families, give campus tours and share enrollment information
- Coordinate the student ambassador program

Skills:

- Exceptional interpersonal communication skills; warm and welcoming demeanor
- Proficient in handling a multitude of tasks in a timely manner
- Strong technology skills in Windows and Microsoft products: Word, Excel, Outlook, and PowerPoint. Experience with enrollment management software a plus.
- Highly motivated and self-directed
- Able to work with a collaborative team in an open-office environment

Mount Notre Dame seeks to recruit, develop and retain the most talented staff from a diverse candidate pool. Our goal is to build a team that represents a variety of backgrounds, perspectives and skills and to reflect the learning community we serve. Catholic candidate preferred.

Interested applicants should send their resume and cover letter to Director of Enrollment & Strategic Communications, Donna Groene at [dgroene@mndhs.org](mailto:dgroene@mndhs.org).

Mount Notre Dame, founded in 1860 by the Sisters of Notre Dame de Namur, is the premier Catholic high school for young women in Cincinnati. MND continues to carry on a strong tradition of educational excellence and spirited sisterhood with a current enrollment of over 700 students, representing more than 100 different grade schools and 65 zip codes. MND's rich academic, spiritual and student development programs empower young women to learn, live, lead and serve. The school's Christ-centered approach is rooted in the mission and charism of the Sisters of Notre Dame de Namur.