



ST. PIUS X HIGH SCHOOL

...be Extraordinary

Director of Admissions

St. Pius X High School is seeking a talented professional to lead the admissions process. The Director of Admissions will have the primary responsibility of maintaining the continued flow of quality applicants and transfers to the high school. They will be required to analyze trends in enrollment and lead activities to continue programs that are effective and modify as necessary. This person will be responsible for managing and evaluating the student enrollment process – from inquiry through admissions to assimilation into the school's culture.

To be successful in this position, an individual must be able to perform each essential duty satisfactorily and have the ability to effectively establish and maintain cooperative working relationships. The ideal candidate will have a background in admissions, a commitment to the Catholic Church and Catholic education, and a willingness to work on all aspects of our admission/enrollment plan.

This full-time, full-year position with benefits is an exceptional opportunity for an energetic, forward thinking, and organized individual to take the St. Pius X brand to the next level. The Director should be a self-starter capable of cultivating strong community relationships.

Salary: \$22,500 - \$25,000

Please submit resume to: St. Pius X High School, 1030 St. Pius Dr., Festus, MO 63028,
Attn: Director of Advancement.