



About Holy Trinity:

Holy Trinity High School, a Chicago Catholic school in the Holy Cross tradition, challenges and nurtures students academically, spiritually, and personally, as they prepare to lead lives of leadership and service. To learn more, visit us at www.holytrinity-hs.org.

The Opportunity:

The Admissions Coordinator helps drive the recruitment and admissions efforts of all incoming students to Holy Trinity by supporting effective community outreach for the school. The Admissions Coordinator reports directly to the Director of Admissions and is responsible for helping execute the outreach strategies and specific programs that result in meeting targeted goals for student enrollment each year. The successful candidate performs all recruitment activities that directly engage elementary school students, parents and staff, and all related communications. This individual must be committed to Catholic education as well as highly organized, results-oriented, energetic, personable, and an effective communicator.

Responsibilities:

Recruiting & Admissions

- Help implement recruitment strategy and organize the student recruitment effort, including elementary school visits, high school fairs, shadow days, open houses, tours, entrance exams, and registrations.
- Develop relationships with prospective students, their families, and their key influencers in their schools and neighborhoods to identify and attract potential successful Holy Trinity students.
- Help to create and distribute all written admissions materials, and coordinate mailings.
- Moderate the Student Ambassadors Club, consisting of current Holy Trinity students who represent the school and welcome prospective students and families through Shadow Days and Open Houses.
- Responsible for responding to admissions inquiries via phone and email; meeting with walk-in visitors, giving tours, and meeting with prospective students and their families.
- The Admissions Coordinator will serve as a liaison between prospective students and Admissions Office to inform acceptance decisions and later ensure a smooth transition to enrollment.

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“TRUE EDUCATION IS THE FORMATION OF THE HEARTS AND TRANSFORMING OF VALUES IN PEOPLE.” – BLESSED BASIL MOREAU

Community Outreach

- Cultivate and maintain strong relationships with local grammar schools, as well as community-based and youth organizations.
- Support and build upon relationships with external scholarship organizations, while providing progress reports and report cards, hosting annual luncheons, and attending events.
- Responsible for data entry of student information.

Administration

- Maintain prospective-student database and files.
- Provide statistics on incoming freshmen testing, acceptance, and registration and review and analyze with the Director of Admissions.
- Other appropriate duties as assigned by the Director of Admissions.

Qualifications:

- Bachelor's Degree from an accredited college or university required.
- At least two years of previous successful professional experience related to community outreach, family/student relationships, and computer proficiency.
- Proficiency in verbal and written Spanish required

Candidates should send a resume and a cover letter to Brian Parker, Director of Admissions, via email to bparker@holytrinity-hs.org