Nativity Preparatory School is a tuition-free, Jesuit middle school, offering a high-quality, comprehensive education to boys from under-resourced communities. Within an academically challenging and highly structured environment, students are accompanied as they develop a love for learning and sense of responsibility to their community. Our students grow to become men for others, READY to thrive in high school, college, and beyond.

Position: Director of Admissions

Job Description: Reporting to the President, the Director of Admissions leads student outreach and manages the admissions process for prospective students entering grades 5 and 6. The Director identifies prospective students, builds relationships with families and community partners, and guides applicants from initial inquiry through a completed application and committee review. The Admissions Committee makes admission decisions; the Director coordinates the process and communicates those decisions to families.

The Director also supports staff recruitment by posting open positions, collecting and organizing resumes, and connecting applicants with the Chief Operations Officer, Janet Depaz, for review and next steps in the hiring process.

Responsibilities:

Student Outreach and Community Partnerships

- Develop and implement outreach strategies to identify prospective students and build a strong applicant pool for grades 5 and 6.
- Maintain and expand relationships with local schools, community organizations, youth programs, and other referral partners.
- Represent Nativity Prep at school fairs and community events, and coordinate open houses, campus tours, and information sessions.
- Work with the marketing team to develop admissions materials and promote the school through appropriate outreach channels.

Family Engagement and Admissions Coordination

- Serve as the primary point of contact for prospective families, explaining the school program, admissions requirements, and application timeline.
- Guide families through the application process and follow up on missing documents, recommendations, and other required materials.
- Coordinate interviews and student visit days with families and school staff, and track each applicant's progress toward completion.

Admissions Committee Support

- Organize complete applicant files and provide the Admissions Committee with the information needed to review candidates.

- Coordinate committee meetings and application review timelines in collaboration with school leadership.
- Communicate committee decisions to families and guide admitted students through enrollment requirements.

Records and Reporting

- Maintain accurate and confidential records of inquiries, applications, interviews, student visits, admissions decisions, and enrollment in the school's admissions platform.
- Provide regular admissions updates to school leadership and prepare reports on outreach activity, application progress, and enrollment outcomes.
- Gather and analyze admissions data, including applicants' neighborhoods, current schools, referral sources, and enrollment outcomes, to identify trends and guide outreach priorities, community partnerships, and efforts to reach eligible students and families.
- Use admissions data to identify opportunities to improve outreach and the family experience.

Staff Recruitment Coordination

- Post and maintain approved job openings, including Nativity Prep Teaching Fellowship opportunities, on relevant job boards and partner platforms.
- Maintain relationships with colleges, universities, and other recruitment partners to help share open positions and attract applicants for the Teaching Fellowship.
- Receive and organize resumes and application materials, maintain applicant records, and respond to initial inquiries about open roles.
- Forward applications to the Chief Operations Officer and connect candidates with her for review and next steps.
- Support candidate communications and scheduling as requested by the Chief Operations Officer.

Qualifications:

- Bachelor's degree in a related field (Master's degree preferred).
- Previous experience in admissions, community outreach, academic recruiting, or a related field.
- Commitment to Nativity Prep's mission and to working with students and families from under-resourced communities.
- Strong communication and interpersonal skills, with the ability to build relationships with families and community partners.
- Ability to work independently and collaboratively with school leadership, faculty, and committee members.
- Strong organizational skills and attention to detail, including the ability to manage multiple applicants, deadlines, and confidential records.
- Flexibility to work evenings and weekends as needed

This job description is a general guideline and may be subject to change based on the needs of Nativity Prep.