



Director of Enrollment Job Description

POSITION NAME: Director of Enrollment	OFFICE/DEPARTMENT: Administration
REPORTS TO: Principal	EFFECTIVE DATE: Immediately
CLASSIFICATION: Exempt	APPROVED:

GENERAL STATEMENT OF DUTIES:

The Director of Enrollment (DOE) is responsible for recruiting, selecting, and enrolling a diverse class of high-quality students for Regis St. Mary Catholic School. The DOE is responsible for developing marketing and strategic plans that will position Regis St. Mary Catholic School as the school of choice for prospective students and their families. The DOE reports directly to the Principal, is a member of the administrative team and works cooperatively with school leadership, Board, faculty, and staff in setting direction and policy to ensure that students who enroll at Regis St. Mary Catholic School are of the caliber necessary to succeed in our school, and who will be successful in life, education and their careers after graduation.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

Recruit Students

1. The DOE coordinates and facilitates on-campus and off-campus recruiting events. This involves coordinating tours for potential students, traveling to prospective students and their families to provide information about our academic program and creating marketing materials such as brochures and pamphlets.

Interview and Evaluate Candidates

2. Work with faculty and administrators to create criteria and standards for admission. Review applications and documentation for each applicant including interviews.

Oversee Admissions

3. The DOE will oversee the admissions process which may include financial aid application assistance, scholarship applications, course enrolment and registration paperwork. The Director of Admissions is the point of contact for new students who may have questions about the school or the enrollment process.
4. Performs other work-related duties as assigned.



SPECIFIC JOB SKILLS:

- Proficient in personal computing skills
- Excellent problem solving skills
- Experience drafting policies and admissions criteria
- Ability to analyze and interpret data
- Extremely organized and detail-oriented.

Ability to communicate effectively, both verbally (including oral presentations) and in writing. Position requires creativity, decision-making, interpersonal skills, use of discretion, teamwork, negotiation, independent judgment/action, problem analysis, service orientation, and public relations to foster the Church's mission and Parish/School relations. Must be able to handle multiple projects/priorities. Incumbent must also be competitive and resourceful in an organization that has a great amount of needs and a finite amount of financial resources.

EDUCATION AND/OR EXPERIENCE:

Minimum of a Bachelor's degree in communications or an equivalent combination of education and experience in a comparable field with three to five years' experience in a comparable position. Experience in Enrollment field preferred. This position requires specific knowledge of the Catholic Church organization and procedures or experience in a complex multi-unit organization (preferably nonprofit) with service orientation preferred. Practicing Catholic required. Position requires a valid driver's license. Bilingual in Spanish a plus.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 30 pounds.

WORKING ENVIRONMENT:

Work is performed in and out of the office setting. Employee is required to travel extensively. Occasional evening and/or weekend work is required. Extensive computer skills are required to effectively complete work.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

N/A

Employee Signature

Supervisor Signature

Employment Application
(School, Child Care Facility, Preschool Program, etc.)*

Date: _____

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone # (home): _____ (mobile): _____

Email Address: _____

May we call you at your current employment? Yes No

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, the Archdiocese is not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

The overriding mission of a Catholic school is to develop and maintain a Roman Catholic faith community, and to offer a quality education that meets the needs of students and applicable educational standards. The school environment is intended to reflect the doctrines, laws, norms, and values of the Roman Catholic Church and a philosophy of education that fosters Catholic values for the entire school community.

In recognition of this unique commission, **all school personnel** – administrators, teachers, and staff – are called to be role models of the Gospel of Jesus Christ to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both in and out of school. You will be expected to maintain by your words, actions and lifestyle a position that is in conformity with the teaching, standards, doctrines, laws, and norms of the Roman Catholic Church as interpreted by the Archbishop of Portland in Oregon, in his sole discretion.

General Information

Position applied for: _____

Available to work:	Full-time	Part-time	Temporary
Do you have a legal right to work in the US?	Yes	No	
Are you at least 18 years of age?	Yes	No	

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization? Yes No

If yes, where? _____

How did you learn about us? Advertisement Friend Walk-in Relative Other

*This form may be used for a position in which federal, state, or local law requires consideration of an applicant's criminal history.

Education

Name and Address of School	Major	Years Completed	Degree(s)
High School			
College			
College			
Other (Specify)			

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for.

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation?

Yes
No
If no, please explain:

5. Have you ever been convicted of a crime? (A conviction is not an automatic bar to employment. Each case will be considered on its own merits).

Yes
No

6. Are you currently being charged with a crime?

Yes
No

If yes, explain

7. Have you ever been the subject of allegations related to misconduct with children?

Yes
No

If yes, please explain:

Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicated below that we may contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

Current Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
Description of duties:		Ok to call at workplace?		Yes No
		Reason for leaving:		
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
Description of duties:		Ok to call at workplace?		Yes No
		Reason for leaving:		
Previous Employer	Name of employer:			
	Telephone #:			
	Address:			
	Employment dates:	(From)	(To)	
	Position:		Supervisor:	
Description of duties:		Ok to call at workplace?		Yes No
		Reason for leaving:		

Have you ever been suspended or asked to resign a position? Yes No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

Please list 3 professional references:

Name/Job Title	Organization	Telephone #	Years Known

Certification and Authorization Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Archdiocese, its employees, any individual or agency obtaining information for the Archdiocese, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misinterpretation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

Applicant Signature

Date

At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant Signature

Date

Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date



Regis St. Mary Catholic School
Rick Schindler
550 W. Regis Street
Stayton, OR 97383

EMPLOYEE RIGHTS

UNDER THE NATIONAL LABOR RELATIONS ACT

The NLRA guarantees the right of employees to organize and bargain collectively with their employers, and to engage in other protected concerted activity. Employees covered by the NLRA are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace.

Under the NLRA, you have the right to:

- Organize a union to negotiate with your employer concerning your wages, hours, and other terms and conditions of employment.
- Form, join or assist a union.
- Bargain collectively through representatives of employees' own choosing for a contract with your employer setting your wages, benefits, hours, and other working conditions.
- Discuss your terms and conditions of employment or union organizing with your co-workers or a union.
- Take action with one or more co-workers to improve your working conditions by, among other means, raising work-related complaints directly with your employer or with a government agency, and seeking help from a union.
- Strike and picket, depending on the purpose or means of the strike or the picketing.
- Choose not to do any of these activities, including joining or remaining a member of a union.

Under the NLRA, it is illegal for your employer to:

- Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union literature during non-work time, in non-work areas, such as parking lots or break rooms.
- Question you about your union support or activities in a manner that discourages you from engaging in that activity.
- Fire, demote, or transfer you, or reduce your hours or change your shift, or otherwise take adverse action against you, or threaten to take any of these actions, because you join or support a union, or because you engage in concerted activity for mutual aid and protection, or because you choose not to engage in any such activity.
- Threaten to close your workplace if workers choose a union to represent them.
- Promise or grant promotions, pay raises, or other benefits to discourage or encourage union support.
- Prohibit you from wearing union hats, buttons, t-shirts, and pins in the workplace except under special circumstances.
- Spy on or videotape peaceful union activities and gatherings or pretend to do so.

Under the NLRA, it is illegal for a union or for the union that represents you in bargaining with your employer to:

- Threaten you that you will lose your job unless you support the union.
- Refuse to process a grievance because you have criticized union officials or because you are not a member of the union.
- Use or maintain discriminatory standards or procedures in making job referrals from a hiring hall.
- Cause or attempt to cause an employer to discriminate against you because of your union-related activity.
- Take other adverse action against you based on whether you have joined or support the union.

If you and your coworkers select a union to act as your collective bargaining representative, your employer and the union are required to bargain in good faith in a genuine effort to reach a written, binding agreement setting your terms and conditions of employment. The union is required to fairly represent you in bargaining and enforcing the agreement.

Illegal conduct will not be permitted. If you believe your rights or the rights of others have been violated, you should contact the NLRB promptly to protect your rights, generally within six months of the unlawful activity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charges may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in violation of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employees should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.

Click on the NLRB's page titled "About Us," which contains a link, "Locating Our Offices." You can also contact the NLRB by calling toll-free: 1-866-687-NLRB (6572) or (TTY) 1-866-315-NLRB (6572) for hearing impaired.

The National Labor Relations Act covers most private-sector employers. Excluded from coverage under the NLRA are public-sector employees, agricultural and domestic workers, independent contractors, workers employed by a parent or spouse, employees of air and rail carriers covered by the Railway Labor Act, and supervisors (although supervisors that have been discriminated against for refusing to violate the NLRA may be covered).



This is an official Government Notice
and must not be defaced by anyone.

U.S. Department of Labor