

Recruitment Position

Queen of Peace High School, located in Burbank, Illinois, is a college preparatory high school that educates and empowers diverse young women in an environment that inspires academic excellence. All members hired serve school needs and contribute to the vision and goals set forth by Administration and the Board.

Job responsibilities include commitment not only to specific tasks but to the dynamics of accountability and growth within the school community. In particular, the responsibilities of all members are grounded in the mission of the school and in the Dominican Sinsinawa values of truth, compassion, justice, community and partnership. Queen of Peace is an equal opportunity employer.

The recruiter is a 12 month position and will report to the Director of Admissions and Enrollment. The recruiter is responsible for positioning the value and opportunities of a Queen of Peace High School education to constituents. The recruiter will implement strategies, coordinate and attend school visits, foster and attend targeted events, manage internal recruitment efforts, and track measurable results of these initiatives.

RESPONSIBILITIES INCLUDE:

- Manage a comprehensive communication program for attracting the target audiences: students (between 5th and 8th grade), parents, feeder schools, parishes, local and regional public and media
- Plan and run in house Open Houses, Leadership Conference, Fun Nights, Shadow Days, group visits for various activities and individual tours for parents and families
- Visit grammar schools, CCD classes and community fairs to present the school and the opportunities we offer
- Review and return of all external communication to schools, parents, students and community members regarding admissions processes, the Shadow program, Sneak Preview days, recruitment events and scholarship information
- Plan and execute phone-a-thons for Open houses, entrance exam, personal tour nights, registration and any other events that are applicable
- Contribute to design and content for all recruitment materials including the recruitment brochure, ads, posters, and postcards
 - Work with Communications Manager who has project management responsibility
- Collaborate on the implementation of the Peace Ambassadors program utilizing student ambassadors to support the recruitment goals
- Liaison to the Archdiocese recruitment meetings, Southside Recruiters Association, faculty, staff and students in the school community
- Monitor individual recruitment spending against the department budget
- Support the entrance exam and admissions process

REQUIREMENTS

- Bachelor's Degree
- 1-3 years recruiting experience
- Excellent written and verbal skills
- Superior organizational and problem resolution skills
- Technology skills including MS Office suite, database management and some design skills
- Must have a car to travel to the various recruitment events

For immediate consideration, please provide a cover letter and resume to: Magdalena Aguilar at aguilarm@queenofpeacehs.org.

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