

Martin Luther School, 60-02 Maspeth Ave., Maspeth, NY

seeks to hire a full-time

Director of Recruiting with an immediate start date.

**JOB DESCRIPTION:  DIRECTOR OF RECRUITING**

**Our Mission**

Martin Luther School embodies Christ’s love for a diverse community , where our

students are encouraged to grow in faith and flourish in academics, the arts, athletics

and life.

**Qualifications**

 The Director of Recruiting shall be a committed Christian and a member in good standing of a Christian congregation.  S/he shall have a bachelor’s degree from a four-year college or university; a master’s degree is preferred and/or completing master’s degree within 5 years; or have five or more years of related experience and/or training in recruiting; demonstrated experience in international recruitment, or have the equivalent combination of education and experience unless waived by the Executive Director.  S/he will have experience or readiness to learn the skills necessary to meet and converse with students and families from various communities and diverse backgrounds.  S/he will be committed to fulfilling the mission statement of the school.

**Qualifications and Job description**

* Qualifications
* Bachelor’s Degree, Master’s Degree preferred
* 5 or more years of experience in both domestic and international recruiting
* Valid NY State driver’s license
* A committed member of the Christian Faith

**Salary**

* Starting at $60,000 a year plus benefits
* Please apply by email with your resume and cover letter: jregan@martinluthernyc.org
* Job Type: Full-time, negotiated bonus available for achieving recruiting goals
* Benefits:
* Dental, Health & Vision Insurance
* Three weeks of paid vacation
* Paid time off
* Pension and 401K/403B Plan
* Schedule:
  + Monday to Friday
  + Weekends as needed
* Ability to commute/relocate: Maspeth, NY 11378: Reliably commute or planning to relocate before starting work

Experience:

* Microsoft Office: 1 year (Preferred)
* Customer service: 1 year (Preferred)
* Work Location: In person

**Principal Function**

 The Director of Recruiting shall implement strategies to attract and assist qualified students to apply for admissions.  S/he will create and implement comprehensive programs to enhance recruiting efforts. S/he will oversee domestic and international students' recruitment, evaluation, and admission process. S/he shall be responsible to the Principal and Executive Director.

**Scope of Duties**

 Every effort has been made to make this job description as complete and accurate as possible.  However, it does not state or imply that these are the only required duties.  The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment.

**Working Conditions**

 This job requires irregular hours and days, the availability of transportation due to off-site commitments, the ability to work on many projects simultaneously through ongoing interruptions, and the ability to climb four sets of stairs in the building.

**Duties and Responsibilities**

1.  Shall model and witness the Christian faith with the integrity, character, and enthusiasm of a disciple of Jesus Christ, giving ultimate concern for the spiritual lives of all staff, students, and families.

2. Shall be mindful of privileged and confidential information.

3. Shall coordinate/facilitate on/off campus recruiting events; shall expect to travel (about 40%) to various locations to promote MLS and provide potential students and their families, elementary and middle school administration, and parent/church/community groups, with information about MLS and its academic and extracurricular programs. Work diligently to foster relationships with schools and administration in the area; coordinate tours to potential students/families; arrange buddy days; attend or arrange for others to be present at open house events, high school information nights, visits to recruiter schools, area receptions, and other events, to share the message of the Martin Luther educational experience.

4. Shall oversee volunteer management/hours and train students/parents for recruitment events.

5. Shall coordinate the MLS Annual Open House in October and additional ones throughout the year.

6.  Work with students, parents, faculty/staff, and alumni to recruit qualified students further.

7.  Follow up on student and parent inquiries and applications (notify of receipt) to ensure complete communication and fulfillment of steps in the admissions process; will be a point of contact for those who may have questions about MLS or the enrollment process.

8.  Shall review and screen applications and documentation for each applicant and perform interviews via telephone, video conferencing, or in person.

9.  Shall advise on the admissions process, including financial assistance, scholarship applications, course enrollment (upon consultation with the School Counselor and Principal), and any necessary registration paperwork.

10. Shall coordinate and administer the Scholarship Test in November; work with the Principal in planning and overseeing the Scholarship dinner in January; and facilitate placement testing throughout the year as needed.

11. Analyze exit interviews to identify attrition patterns and communicate to administration, Board, and faculty.

12. Shall attend meetings as directed.

13. Shall maintain supplies of enrollment materials and budget

14. Shall develop, implement, and manage the admissions portion of the Rediker/PlusPortals System and other CRM systems such as IOWA Testing, FACTS, Smart Tuition, Vanco, etc.

15. Shall work with the Principal and support staff to facilitate the admissions of new students, making recommendations as needed.

16. Shall evaluate the effectiveness of the admissions program and develop new and improved strategies and plans to achieve recruitment and enrollment goals. Shall complete routine reports, projections, and schedules of events, and suggest improvements to the recruitment and admissions program as needed.

17. Shall develop marketing materials related to recruitment/admission and coordinate with the marketing department to develop social media campaigns to enhance recruitment and outreach.

18. Shall establish a data collection system to track, analyze, interpret, and measure the success of admissions/recruitment efforts.

19. Shall advise on policies for admissions criteria and standards in consultation with the Principal

20. Present to The Board of Directors, administration, faculty and staff.

21. Shall manage an administrative associate providing various trainings, conduct annual reviews, and delegate tasks as necessary.

22. Shall work with external scholarship organizations such as Student Sponsors Partners (SSP) and Children’s Scholarship Fund (CSF) and will be the representative facilitating communications between these agencies and students/parents, sending documentation/reports as requested and meeting with representatives and students as required each quarter and/or semester.

23. Shall as the Designated SEVIS Official

* Process all international student forms through SEVIS (Student and Exchange Visitor Information System) program  for F-visa students, especially as it pertains to International Student Admissions and the issuance of I-20s to maintain legal status in the United States
* Work with reputable international exchange agencies and community organizations to recruit, screen and process international applicants
* Maintain Martin Luther’s status as an approved school, ensuring compliance with related rules and regulations as well as compliance with FERPA and the Department of Homeland Security
* Maintain student records on SEVIS and issue proper documentation to international students
* May initiate phone, print, and electronic contact with applicants and prospective students and respond to inquiries
* May assist with international student orientation activities
* Ensure all necessary documents have been submitted (application, transcript, health, bank, verifications from US sponsors, etc.)
* Work with the Principal, Assistant Principal, and  School Counselor to ensure the student is an appropriate academic fit for Martin Luther
* Troubleshoots and helps resolve obstacles to enrollment, transfer, and college processes
* Accept or deny students as appropriate and ensure the next steps are communicated to families.
* Communicate and cooperate with agents/families regarding academic/attendance/discipline issues

**Direct Reports**: Executive Director, Principal, Board of Directors

**Evaluation:** Following the introductory period, evaluation will be done annually in accordance with the School’s policy on evaluation of personnel.

* ***Interested Candidates please email Mr. James Regan Executive Director at jregan@martinluthernyc.org***