



SOUTHERN TEACHERS  
A G E N C Y

**High School Admissions Director**  
**St. Francis School**  
**Louisville, Kentucky**  
[stfrancisschool.org](http://stfrancisschool.org)

**Southern Teachers** is assisting St. Francis School as it seeks an energetic and creative High School Admissions Director to recruit and enroll students who embody the “School of Thought” which St. Francis exemplifies. This position will report to the Head of Downtown Campus.

The High School Admissions Director will recruit and enroll both incoming freshmen and transfer students who are intellectual, creative, diverse, athletic, and poised to thrive in St. Francis’ progressive environment; work with students and families through the application and enrollment process; and manage financial aid needs and awards for incoming students. He or she will maintain a welcoming and efficient operation; build relationships with the K-8 Goshen campus of St. Francis and other feeder schools; and promote the school in the greater Louisville community.

The ideal candidate will have at least a bachelor’s degree and three to five years of experience in either admissions or marketing. He or she will also be passionate and outgoing; possess excellent communication and organizational skills; work well with teenagers and adults; have a desire to be involved in school life; and be interested in developing and practicing cultural competence.

Established in 1965, St. Francis School is a coed, non-denominational, independent school serving students in preschool through grade twelve in Louisville, Kentucky. The school has two campuses in the Louisville area, with the High School located in downtown Louisville. Founded in the progressive tradition, St. Francis School is characterized by personal attention, small class sizes, diversity, dedication to student voice, commitment to community service, student-focused extracurriculars, and outstanding teachers who are dedicated to their subject areas and to students. Inside and outside the classroom, the atmosphere at St. Francis School is one of joy that also prepares students successfully for college and for life.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in January 2019.