



SOUTHERN TEACHERS
A G E N C Y

Director of Student Enrollment and Financial Aid
Notre Dame Academy
Duluth, Georgia
ndacademy.org

Southern Teachers is assisting Notre Dame Academy as it seeks a Director of Student Enrollment and Financial Aid to oversee all aspects of the admissions of new students and re-enrollment of existing students from age three through high school. Notre Dame Academy combines a rigorous academic program based on best practices that is integrated with the teaching of the Catholic Church.

Reporting to the Head of School, the Director is responsible for overseeing all admissions activities including inquiries, communicating with candidates and parents, conducting tours, establishing student shadow schedules, and processing applications. He or she will interview candidates and parents, arrange admissions testing, secure student credentials, and communicate final decisions. The Director will also manage the re-enrollment process and oversee all aspects of the financial aid process. The marketing responsibilities of the Director include preparing and distributing appropriate materials and publications and representing the school at various events. The Director also has administrative responsibilities to prepare and maintain a budget and oversee a network of parents and students to assist in admissions.

Ideal candidates will have a strong background in marketing and communications and experience in a school setting. Professional development courses or admissions certification and experience with student data information systems are also desirable. The ability to connect and communicate with current and prospective families in a professional manner is essential.

Located in Duluth, Georgia, Notre Dame Academy is a Marist Catholic and International Baccalaureate World School serving students in grade pre-k through high school. Students up to grade 5 are taught the Primary Years Programme (PYP), while students in grades 6-10 are taught the Middle Years Programme (MYP). Inspired and guided by Gospel teachings and the principles and charisms of the Marists, Notre Dame Academy focuses on Christ as the foundation of human knowledge and prayerfully works to educate the developing child with a global perspective. The school's faculty and administration deliver an academic curriculum of the highest standards using state-of-the-art technology that prepares students to thrive in an increasingly global society.

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 July 2017.