

Admissions Coordinator
St. Lawrence Seminary High School
Mt. Calvary, Wisconsin

Position Profile

St. Lawrence Seminary High School (www.stlawrence.edu) a private, Catholic, residential school for young men founded in 1860 by the Capuchin Franciscans, is seeking an Admissions Coordinator. The mission of St. Lawrence Seminary High School, a minor seminary with an average enrollment of 200, is to provide an opportunity for young Catholic men in high school to lay a foundation on which they can build a life of ministry in the Catholic Church as laymen, deacons, brothers, or priests. Students come from all over the world and represent many social and economic backgrounds.

The Admissions Coordinator reports to the Director of Admissions and Recruitment and is part of a team which supports marketing, public relations, and alumni relations initiatives to promote St. Lawrence Seminary High School. Primary responsibilities of this position include identifying prospective students who are likely to succeed at St. Lawrence and working with those students and their families to the successful culmination of a unique enrollment management process. The Admissions Coordinator assists in the design and implementation of strategies to achieve enrollment objectives and identifies and networks with key constituents, including clergy, alumni, school leaders, groups, and individuals to achieve enrollment goals. This is a full-time, 12-month position which requires the ability to work flexible hours and occasional weekends.

Recognizing that St. Lawrence Seminary High School is grounded in more than 150 years of tradition, candidates will be expected to subscribe to and embrace the school's Catholic mission and values, serving as positive role models for the students. A successful candidate should possess a bachelor's degree and experience in marketing, sales, advertising, or public relations. Candidates should demonstrate initiative and creativity, be able to work both independently and in collaboration with others, and possess excellent communication, organization, and time management skills. Demonstrated experience in establishing and maintaining relationships with both students and adults is critical to success in this position. Applicants should also possess an understanding of contemporary communication tools and strategies to facilitate collaboration and marketing.

Interested and qualified candidates should submit electronically a letter of introduction; a resume; and names, addresses, telephone numbers, and email addresses of three professional references to: Admissions Coordinator, St. Lawrence Seminary High School, Attn: Mr. Timothy Schroeder at tschroeder@stlawrence.edu. Review of applications will begin immediately and continue until position is filled.