



## **Opportunity: Admissions Coordinator**

February 2024

**Pius XI Catholic High School** is a private coeducational high school centrally located on Milwaukee's west side. Founded by the Pallottine Fathers and School Sisters of St. Francis over 90 years ago, the School has a storied history and compelling mission. With nearly 30,000 alumni, Pius XI attracts students from throughout the Milwaukee metropolitan area and currently serves over 700 students. The School boasts a robust curriculum, including outstanding STEM and Arts programming. Known for its welcoming and nurturing environment, the School strives to inspire each student to grow into the confident, capable, compassionate child of God that only they can be. In the midst of executing its new strategic plan, School leaders expect numerous achievements to be realized in the near future. It is indeed an exciting time to be part of this Pius XI renaissance.

### **Our Mission**

Pius XI Catholic High School exists to prepare a diverse community of students to achieve their unique and highest potential. Guided by our Franciscan values of dignity, peace, and respect, we nurture students to excel academically, develop moral courage, and live lives of faith and service.

### **Job Summary**

The Admissions Coordinator plays a vital role as part of a collaborative admissions team. The role is largely administrative and responsible for annual set up and maintenance of admissions software, collection and upload of supporting documents, and assists in the planning and execution of incoming freshman events. The Admissions Coordinator may assist in school visits, high school fairs, Open House and other miscellaneous events that occur outside of the workday as needed. The Admissions Coordinator will also work closely with the Choice Administrator in regards to freshman and transfer student Private School Choice applications.

### **Job Responsibilities**

- Administer the Private School Choice Programs
  - Work with prospective families to ensure that Choice applications and documentation are submitted during open enrollment periods;
  - Meet all Department of Public Instruction (DPI) reporting deadlines;
  - Ensure proper compliance of regulations established by DPI and assist as necessary with related audits.

- General
  - Work as first point of contact between prospective families and the Admissions Office.
  - Communicate admissions decisions to incoming freshman applicants and transfer students.
  - The Admissions Coordinator, under the guidance of the Director of Admissions, develops and implements processes and procedures to support the recruitment of new students to Pius XI Catholic High School.
  - Proactively organize, arrange, and coordinate recruiting efforts visiting middle schools and community organizations serving potential candidates for admission.
  - Works in conjunction with the Admissions Team and Communications Manager to produce admissions newsletters.
  - Communicate tuition and financial aid amounts to incoming freshman families and set up freshman and transfer student tuition accounts;
  - Other duties as assigned.

## **Experience and Requirements**

- A Bachelor's degree from an accredited college;
- Prior experience in school admissions or recruitment a plus;
- Excellent customer service and communication skills;
- High moral and ethical standards for dealing with sensitive and confidential information;
- The ability to manage work flow and meet deadlines for a highly-detailed position;
- Bilingual abilities are a plus.

Pius XI offers a competitive benefits package including health, dental, vision, Life & AD&D insurance, FSA, Pension and 403(b) plan. This is a full-time, year-round salaried position.

Qualified candidates should send a resume to Kelly Sparacino [ksparacino@piusxi.org](mailto:ksparacino@piusxi.org)  
No phone calls please.