



DIRECTOR OF ADMISSIONS

Ozark Catholic Academy

Details

Posted: January 6, 2025

Location: Tontitown, Arkansas

Type: Full Time

Required Education: B.A. or B.S. Degree in a related field

Pay Range: \$53,600 to \$83,380 plus Benefits

Job Summary

Ozark Catholic Academy is an independent Classical Catholic co-ed school founded in 2018 serving grades 9-12. With its current enrollment of 109 students, Ozark Catholic serves a diverse set of students coming from a 3-county radius, in beautiful Northwest Arkansas, one of the nation's fastest growing areas. More information about the school can be found at www.ozarkcatholic.org and about Northwest Arkansas www.arkansas.com/regions/northwest.

We are seeking a passionate and dedicated Director of Admissions to start by July 1, 2025. The ideal candidate will have at least a B.A. or B.S. in a related field and experience as a leader in admissions, school administration, or sales/marketing. As the Director of Admissions, you will be responsible for the full execution of the admissions process, including recruitment strategy, Ambassador program, liaison to local Junior High schools, Open Houses and Shadow Days, tracking and reviewing applicants, conducting family interviews, generating admission acceptances, enrollment management, New Student Orientation, and developing the school brand within the community. A high proficiency in Google applications and experience with student information systems are preferred. The Director of Admissions is a member of the Administrative Leadership Council, with others overseeing the financial aid program.

Interested candidates should apply, with a resume, directly to Robbie Estes, Ozark Catholic Academy President at Robbie.estes@ozarkcatholic.org.

Ozark Catholic Academy is an equal opportunity employer and complies with all federal, state, and local laws, which prohibit discrimination in employment.