



MAUR HILL – MOUNT ACADEMY

We are a Catholic, college prep, boarding school that educates young men and women in the Benedictine tradition

Director of Boarding Admissions

Job Description

Location: Maur Hill Mount Academy - Atchison, Kansas

Position Type: Full-Time, Exempt

Reports To: School President

Position Summary

Maur Hill-Mount Academy is a Catholic, college prep, boarding school that educates young men and women in the Benedictine tradition. As a school community, we partner with families to educate the whole person through a formation founded on Jesus Christ in the Benedictine tradition. Maur Hill-Mount Academy is seeking a dynamic and mission-driven Director of Boarding Admissions to lead all boarding and day student recruitment efforts for grades 9 - 12, with a strong emphasis on international enrollment growth. The Director of Boarding Admissions will also play a role in marketing the school to local communities as well as domestic and international markets to ensure a consistent marketing strategy across all markets. The ideal candidate will have proven success in international and domestic boarding student recruitment and sales, a passion for Catholic education, and a strong ability to collaborate with school leaders, international recruiting agents, and families through their presence and written and verbal communication.

This role requires a strategic thinker, strong marketing skills and relationship-builder who can expand the school's national and global footprint, cultivate key partnerships, and drive enrollment initiatives that reflect the school's mission to form young people to live the faith, pursue the truth, and strive for excellence.

Key Responsibilities

- Develop and execute a comprehensive boarding recruitment strategy focused on both domestic and international markets, with an emphasis on establishing and growing relationships in domestic and international boarding markets.
- Build and manage relationships with international education agents, consultants, feeder schools, dioceses, and other global partners.
- Represent the school at domestic and international recruitment fairs, school visits, and conferences.
- Oversee the admissions funnel from initial inquiry to enrollment, ensuring a high-quality and personalized experience for prospective students and families.
- Serve as the primary point of contact for prospective families and agents, providing timely, accurate, and supportive communication. Collaborate closely with the Marketing & Communications effort to ensure consistent messaging across digital, print, and event-based campaigns.
- Analyze data to evaluate recruitment efforts, identify trends, and make informed, strategic decisions.
- Train and oversee admissions staff and international liaisons, as needed.

- Ensure all recruiting practices align with the Catholic identity, mission, and values of the school.
- Design and implement special campus visit days targeted at recruiting specific demographics, including the involvement of international agents.
- Plan open houses, campus visit days, orientation programs, and other admissions-related events for both boarder and day students. Maintain compliance with SEVIS and all federal regulations pertaining to international student enrollment.

Qualifications

- Minimum 3 years of experience in student recruitment, with a focus on international enrollment.
- Proven sales, fundraising, or business development background, ideally in education or youth-focused services.
- Excellent cross-cultural communication, public speaking, and interpersonal skills.
- Strategic mindset with the ability to set and achieve ambitious recruitment targets.
- Willingness to travel internationally and work flexible hours to accommodate global time zones.
- Understanding and appreciation of the Catholic faith and values, with the ability to serve as a mission-aligned representative of the school.
- Bachelor's degree required; Master's degree in international education, marketing, or a related field preferred.
- Familiarity with CRM systems (e.g., HubSpot, Salesforce), admissions platforms, and Google Workspace.
- Strong administrative and organizational skills, with the ability to implement and oversee an efficient application process.

Preferred Attributes

- Multilingual or fluency in a second language.
- Previous international professional experience.
- Previous experience working in a Catholic or faith-based educational institution.
- Existing network of international recruitment agents or schools.

Compensation and Benefits

- Competitive salary commensurate with experience, consisting of a base salary plus success-based bonus structure
- Health, dental, and retirement benefits
- Travel reimbursement and professional development opportunities
- Tuition discount for children (if applicable)
- Opportunity to play a key role in shaping the future of a growing international Catholic school community

To Apply

Please submit a cover letter, resume, and contact information for three references to Maria Garcia at mgarcia@mh-ma.com. Applications will be reviewed on a rolling basis until the position is filled.