



## **Residential Enrollment Representative Position Description**

### **INSTITUTIONAL PURPOSE & VISION**

*Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:*

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

### **VALUES & STANDARDS**

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

*Cotter Schools challenges you to be the difference*

#### **GLOBALLY LEARNING**

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

#### **FAITHFULLY SERVING**

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

#### **TOGETHER IN COMMUNITY**

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

### **GENERAL SUMMARY**

Cotter Schools is seeking a part-time or full-time **Residential Enrollment Representative** who will be actively involved in the recruitment, admission, enrollment and retention for international and domestic residential students.

## **RESPONSIBILITIES & DUTIES**

- Act as an ambassador for Cotter Schools in the international and domestic recruitment markets.
- Work with other admissions personnel and strive to maintain a minimum of 60 enrolled students in the boarding program.
- Represent Cotter Schools at international school fairs, seminars, and conferences (both in person and virtually) in an effort to enroll new students.
- Collect and enter academic, personal and financial information and process enrollment applications.
- Maintain knowledge of SEVIS requirements and changes for I-20/F-1 student visa programs.
- Work collaboratively with the VP of Advancement and the Advancement Department to develop marketing materials to be used at admission events and with third party websites.
- Establish and maintain positive relationships with Educational Agents, students, faculty, staff, alumni, and create networking opportunities in order to support student admission and retention efforts.
- Work closely with school administrators to ensure timely and accurate collection of student information needed for enrollment.
- Participate in programs, projects, events, and activities that strategically engage residential alumni, the community, and benefactors to strengthen and grow their relationship with Cotter Schools.

## **QUALIFICATIONS AND SKILLS**

- Bachelor's degree in a related field
- 3-5 years' experience working directly with international students and/or parent, preferably in a boarding school setting
- Extensive international travel experience
- Excellent interpersonal skills and ability to work with all the schools' constituents
- Self-directed with an attention to detail
- Ability to organize and manage multiple projects effectively
- Requires work on weekends and evenings as well as extensive travel. Must have a valid driver's license and passport.
- Strong computer literacy, communication, and writing skills
- Comfortable navigating international markets both in person and virtually
- Multilingual with proficiency in Mandarin or Spanish preferred

## **BENEFITS**

- Job Type: Part-time or Full-time. Exempt
- This is a salaried half-time position with possible international travel required.
- Benefits package including health, dental, life/long-term disability insurance, and pension plan contributions.
- Cotter employee tuition discount:
  - 50% off for grades K-12
  - 20% off for early childhood education & childcare

## **TO APPLY**

Please send an e-mail with a resume and cover letter to:

**Mary Eileen Fitch, President**

[Mefitch@cotterschools.org](mailto:Mefitch@cotterschools.org)