



MAUR HILL – MOUNT ACADEMY

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

Head of Recruiting

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. We exist to seek God in community and improve lives on earth for eternity. 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 Head of Recruiting to lead all student recruitment efforts for grades 9 - 12, both day and boarding students, with a strong emphasis on international enrollment growth. 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 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 recruitment strategy focused on both domestic and international markets, with a priority on growing international student enrollment.
- Build and manage relationships with international education agents, consultants, feeder schools, dioceses, and other global partners.
- Represent the school at international recruitment fairs, school visits, and conferences, with travel as required.
- Lead the admissions funnel from initial inquiry to enrollment, ensuring a high-quality and personalized experience for prospective students and families.
- 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

- 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 skills, with the ability to implement and oversee an efficient application process

Preferred Attributes

- Multilingual or fluency in a second language.
- 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
- 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 Chanda Koechner at ckoechner@mh-ma.com or apply online at <https://www.mh-ma.com/Join-Our-Team>. Applications will be reviewed on a rolling basis until the position is filled.