



*We are inspired by St. Francis Xavier, to GROW in our relationship with JESUS CHRIST,
to EDUCATE our MINDS and SOULS, and to use FAITH and REASON to guide us, as we live our lives.*

Job Description

**Enrollment Director- Part Time ~20/hour per week
2024-2025 Full Year Position**

Job Description

Reporting to the Principal, the Enrollment Director is a member of the senior staff and works closely with the Advisory Board. The Director is responsible for the oversight of student enrollment efforts for the school. Student enrollment includes enrollment management oversight, student recruitment, financial aid and re-enrollment/retention efforts. The Director oversees all admission processes and records; all admission events and constituent volunteer efforts; and all recruitment, retention, enrollment and matriculation efforts, up to welcoming new families to school. In addition, the Director directs communications and constituent/public relations programs for the school. The Enrollment Director is attentive to the school's public presence in all its manifestations. These activities create a climate for enrollment viability that supports the mission and sustainability of the school.

Enrollment Management

- Develop, implement, and manage the family/scholar admissions strategic plan including vision and goal setting, strategy alignment, admissions calendar creation, task execution, and campaign management of others to drive this work.
- Oversee annual student retention process (goal, family communication, logistics support, data reporting, etc.)
- Plan and facilitate admissions events and outreach programs (e.g. Shadow Days, open houses, individual tours, etc.).
- Oversees the school process of supporting parents throughout the process from inquiry, to online applications, to enrollment processes including collection of all key documents, technical support, and financial aid guidance.
- Oversees the financial aid procedure, notification and allocation at the direction of the school Principal.
- Establish and strengthen community relationships to advance admissions including but not limited to: feeder schools, churches, local businesses, etc. Plan and execute community events and outreach programs ongoing.
- Strategize and implement the involvement of staff and families in recruitment.
- Oversee all student information systems data entry processes to ensure accurate and timely information is collected for all families as they transition from the inquiry to the apply and enrollment stages. Partner with external agencies such as SIS personnel to drive this process.
- Manage accurate data metrics related to overall admissions, enrollment, retention, application, inquiry, etc. ongoing; respond to data ongoing and effectively manage up progress to supervisor, leadership team, and staff as needed.

Governance

1. Promotes understanding and support of the school's vision, mission statements and objectives.
2. Serves as the staff liaison for the enrollment committee of the Board to help inform and educate on trends and projections.
3. Attends Advisory Board meetings when appropriate and is involved in strategic planning and keeping the Board fully apprised of the school's admission, financial aid and marketing endeavors.
4. Is an integral leader for the school community and participates fully in daily community life of the school.
5. Aids in setting school priorities to meet annual goals.
6. Reports on progress of goals and objectives.

Communications

Sets and maintains professional writing and design standards for school communications. Serves as brand ambassador of the school. This includes, but is not limited to:

- Website and email marketing creative direction and production
- Print publications including school newsletter/magazine, marketing materials, etc
- Social media updates and communications
- Media relations including advertising and press releases in local newspapers, local media coverage of school events.

Qualifications

- 3-5 years of experience in Admissions or related field is required. Volunteer management and board experience a plus.
- Bachelor's degree in related field strongly preferred. Master's degree preferred.
- Ability to appreciate and communicate a passion for Catholic elementary education.
- Demonstrated leadership and effectiveness in developing and accomplishing organizational goals.
- Ability to effectively recruit and manage volunteers.
- Superior communication skills, ability to conceptualize and execute strategic plans, the ability to interact confidently and effectively with school staff, students, board members, and parents
- Working knowledge of Microsoft Office, Google Suite, and social media is required. Experience using FACTS Management is preferred.
- Experience in a not-for-profit environment, parochial, independent school is preferred.

Contact Information

*Interested parties should send a resume and cover letter to Haley Rogers, principal
hrogers@sfxacushnet.com*