

# St. Francis

CATHOLIC HIGH SCHOOL



## Job Profile

Job Title:	Enrollment Management Associate
Department:	Admissions
Reports to:	Director of Admissions
Date:	7/8/21

### Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

### General Summary

*What is the primary purpose of this position?*

The Enrollment Management Associate at St. Francis Catholic High School is responsible for supporting the Admissions program in the recruitment and retention of incoming freshman and transfer students and supporting St. Francis Catholic High School summer programs.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

#### Admissions

- Assists in planning and implementing all aspects of Admissions activities.
- Assists in coordination of all Admissions-related events including Open House, Shadow Days, placement testing, challenge tests, and freshman registration.
- Responsible for all facets of the student Ambassador Program, including:
  - Ambassador selection and training;
  - Coordinating Ambassador staffing for Admissions and other school events;
  - Maintaining Ambassador web pages;
  - Coordinating training and selection of Ambassadors for school visits; and
  - Coordinating all Ambassador communications.
- Organizes and coordinates all aspects of the feeder school visit program. Assists in designing outreach presentation and materials. Attends school visits as needed.
- Organizes and coordinates all aspects of shadow day campus visits for prospective students.
- Assists in planning and coordinating registration activities for incoming students.
- Participates in local community events and high school fairs as needed.
- Assists in updating application and Admissions materials.
- Coordinates the organization of Admissions application files, updating online records and providing reports on relevant Admissions data points. Provides the Registrar with data on admitted students.
- Fields and responds to all constituent inquiries.

## Job Profile

- May coordinate and produce Admissions photos and videos (including editing) for marketing to prospective students.
- Helps design and format written Admissions promotional materials.

### Summer School

- Assists Director of Admissions in developing summer camp programs for 5th to 8th grade girls, aimed at enrollment recruitment.
- Collaborates in the recruitment of summer camp staff, including teachers and coaches.
- Assists with phone and email inquiries about the summer program.
- Assists in marketing and promoting the summer camp program.
- Assists with day-to-day summer camp administration.

### Other

- Assist with implementation and execution of graduation ceremony as needed.
- Provide back up support to front office as needed.

### Job Specifications/Requirements

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

#### Education:

Bachelor's Degree preferred.

#### Job experience:

Three to five years experience directly related to the duties and responsibilities specified. Experience in an academic setting is preferred.

#### Technical/Functional skills:

- Event planning skills including logistics, staffing and marketing of events.
- Demonstrated ability to manage projects, coordinate multiple constituencies and report to stakeholders.
- Superior customer service skills.
- Excellent writing and skills.
- Excellent computer skills. Prefer familiarity with Google platform.
- Experience with data management, metrics and reporting.
- Ability to work enthusiastically with middle school and high school-aged girls.
- Ability to work collaboratively and independently on projects and events.
- Experience with photography and simple video editing and production for in-house marketing photos and videos a plus.
- Experience with InDesign or other programs for developing polished written materials a plus.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students.



Other Requirements:

Other duties may be required as needed.