



Saint Agatha School

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Milton, Massachusetts 02186
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Position Description

POSITION: Enrollment Coordinator

REPORTS TO: Assistant Principal and Director of Early Childhood Education

POSITION SUMMARY: The Enrollment Coordinator fulfills the mission of Saint Agatha School by implementing an ongoing enrollment program to secure and admit students who will benefit from and contribute to the Saint Agatha School community.

FLSA: Exempt/30 hours per week, ten months per year, 8:00 AM – 3:00 PM during the school year and 12 hours per week, 9:00 AM - 1:00 PM on Tuesdays, Wednesdays, and Thursdays during the summer schedule. Can include evenings as required or needed. This is a benefit-eligible position.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

Enrollment

- Promote Saint Agatha School mission and Catholic identity to prospective families.
- Coordinate and develop and implement an ongoing enrollment strategy.
- Plan and market enrollment events, including Open Houses, Student Tours, and Shadow Days Experiences in collaboration with the Director of Early Childhood and others as needed.
- Oversee Student Admission Ambassador program, including an organized training program for the tour guides.
- Enhance the Parent Admission Ambassador program, with a focus on connecting current parents with parents of recently admitted students.
- Track enrollment data and trends, and provide enrollment reports.
- Communicate with prospective and currently enrolled families to provide information on academic programs, extracurricular opportunities, financial aid & scholarships, and school policies.
- Provide families a resource for questions pertaining to the school and admissions process for prospective applicant families and the re-enrollment process for currently enrolled families..
- Coordinate and implement marketing strategy, in consultation with Assistant Principal & Director of Early Childhood Education & Interim Director of Advancement and Marketing, to connect school to prospective families as well as defining retention efforts and standardizing admission/welcome kits.
- Perform other duties as assigned by the Principal.



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QUALIFICATIONS:

- A minimum of a Bachelor's Degree is required, with a preference for coursework in Business Management.
- At least two years experience working in a private Catholic school in admissions/tuition management is preferred.
- Ability to pass background check and complete initial training
- Ability to communicate effectively with students, parents/guardians, staff and the public in a professional manner that represents Saint Agatha School.
- Ability and desire to work as a team player with Saint Agatha School faculty/staff and Parish staff.

PREFERRED SKILLS/KNOWLEDGE OF:

- FACTS Student Information System (SIS)
- Modern office practices, procedures, and equipment
- Record keeping techniques
- Correct English usage, grammar, spelling, and punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Member of the Catholic Faith Community preferred

EXPECTATIONS OF THE POSITION:

- Work confidentially with discretion
- Perform communication services for the Administration
- Compose correspondence independently
- Complete work with many interruptions and work independently
- Maintain good public relations with students, parents, staff, and the public
- Meet schedules and timelines
- Travel to other schools for presentations.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting, or walking.
- Requires the ability to communicate effectively using speech, vision, and hearing.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

SALARY: Salary is commensurate with experience.

For more information, please submit your resume and three references to the School Principal at principal@saintagathaparish.org.



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