



## Job Profile

Job Title:	Enrollment Management Associate
Department:	Admissions
Reports to:	Director of Admissions
Date:	3/26/25

### 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 plays a vital role in connecting St. Francis High School with prospective families, partner schools, and the greater Sacramento community. This position is responsible for building a robust student Ambassador program and creating programs and materials to support the Admissions program in the recruitment and retention of incoming freshman and transfer students. This position also helps build and lead summer camps for students in 1st to 8th grade. This is a full-time, year-round, hourly position.

### 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 welcome events.
- Responsible for all facets of the student Ambassador Program, including:
  - Selection and training of Ambassadors and Ambassador Leadership Board;
  - Coordinating Ambassador staffing for all Admissions events and select school events;
  - Coordination and training of Ambassadors for school visits; and
  - All Ambassador communications.
- Organizes and coordinates all aspects of the feeder school visit program. Assists in designing outreach presentations and materials. Attends and leads school visits.
- Organizes and coordinates all aspects of shadow day campus visits for prospective students.
- Assists in planning and coordinating welcome activities for incoming students.
- Participates in local community events and high school fairs as needed.
- Assists in updating application and Admissions materials.



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- Helps design promotional materials using Canva.
- Coordinates the organization of Admissions application files, updating online records and providing reports on relevant Admissions data points. Provides relevant departments with data on admitted students.
- Fields and responds to constituent inquiries.
- In collaboration with the Marketing and Communications department, assist in the coordination and production of Admissions photos and videos for marketing to prospective students.
- Leads campus tours for prospective families.

### Summer School

- Assists Director of Admissions in developing summer camp programs for 5th to 8th grade girls, aimed at enrollment recruitment.
- Participates in the recruitment of summer camp staff, including teachers and student camp counselors.
- Assists Summer School Director with phone and email inquiries about the summer program.
- Leads day-to-day summer camp administration and supervision of student camp counselors.
- Develops morning and lunchtime activities for campers for all down time, lunch time, and break time.
- Leads development of Camp Troubie, Jr, program for 1st-4th grade girls, including supervising volunteer camp counselors and developing curriculum.

### Other

- Provides back up support to front office and school events 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 required.

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.



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- 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 Canva 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.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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