



Enrollment Management Assistant

Job Description

Reports To: Director of Enrollment Management

Employment Type: Part-Time (20 hours per week, 10 months, typically 7:45 a.m - 11:45 a.m. with periodic evening and weekend commitments).

About St. Timothy's School

St. Timothy's School is an Episcopal preparatory school in Raleigh, NC, with approximately 580 students in grades Pre-K through 8. St. Timothy's Episcopal School is a nurturing community of academic excellence that instills the knowledge, skills, and values for a life of purpose.

First and foremost, any St. Timothy's School employee must demonstrate a full commitment to our [core values](#) and [core commitments](#). Candidates should possess not only an excellent work ethic and exemplary interpersonal skills, but also a passion for working with 4-to-14-year old children and a desire to collaborate with both educators, administrators and parents to support the mission and values of the school. Candidates should be flexible in their thinking, skilled communicators, comfortable navigating a community of diverse perspectives and opinions, and possess a good sense of humor.

Position Summary

The Enrollment Management Assistant provides essential operational and logistical support to the Enrollment Management team, helping to ensure a welcoming and well-organized experience for prospective and current families. This part-time role is ideal for a detail-oriented, personable individual who enjoys working with people and thrives in a collaborative, fast-paced school environment. The Enrollment Management Assistant is often one of the first points of contact for prospective families and plays an important role in creating a positive first impression of the school, while always respecting the necessary discretion and professional confidentiality that the position requires.

Key Responsibilities

Inquiry Processing & Database Management

- Process new inquiries and maintain accurate, up-to-date records in the admissions database.
- Perform regular database cleanup to ensure data integrity throughout the admissions cycle.

Tours & Events

- Coordinate the scheduling and logistics of campus tours and admissions events.
- Draft and manage event communications, check-in, and follow-up.
- Assist with the on-the-ground execution of tours, open houses, prospective family events, and onboarding events.
- Represent the school at community events, school fairs, and other recruitment opportunities.
- Support setup, materials preparation, and follow-up for all admissions-related events.

Testing Coordination

- Coordinate admissions testing sessions, including scheduling, communication with families, and day-of logistics.
- Assist with the administration and scoring of assessments as needed.

Ambassador Program Support

- Track and process ambassador hours for both the Titan Ambassador and Parent Ambassador programs.
- Maintain accurate records to support recognition and reporting efforts.

North Carolina Opportunity Scholarship Tracking

- Track and manage North Carolina Opportunity Scholarship awards for enrolled and prospective families.
- Communicate with parents regarding outstanding actions, documentation requirements, and deadlines related to scholarship awards.
- Maintain accurate records of scholarship status and coordinate with relevant staff to ensure timely follow-up.

Swag & Gift Coordination

- Manage the inventory, packaging, and distribution of school welcome gifts and branded materials for prospective and newly enrolled families.
- Coordinate ordering and restocking of admissions swag in a timely manner.

Qualifications

- Associate's or Bachelor's degree preferred, or equivalent work experience.
- Prior experience in an administrative, customer service, or school setting is a plus.
- Warm, professional demeanor with strong interpersonal and communication skills.
- Highly organized with strong attention to detail and the ability to manage multiple tasks.
- Proficiency with standard office software (Google Workspace or Microsoft Office); experience with admissions or school databases, particularly Veracross, is a plus.
- Ability to maintain confidentiality and handle sensitive family information with discretion.
- Flexibility to occasionally work during evenings or weekends for admissions events.

Work Environment & Schedule

- Primarily office-based within the Admissions/Enrollment Management Office on the St. Timothy's School campus.
- School hours to be determined (20 per week) with periodic evening and weekend commitments.
- Regular use of computers, enrollment databases/CRM systems, and standard office equipment.
- Fast-paced and deadline-driven during peak admissions and re-enrollment seasons.

How to Apply

Interested candidates should submit a cover letter, resume, list of references, and a completed [Application for Employment](#) to Julie Swain at jswain@sttimothys.org.

St. Timothy's School is an equal opportunity employer and welcomes candidates from all backgrounds.