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# Enrollment Management Coordinator

## *Job Description*

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**Reports To:** Director of Enrollment Management

**Employment Type:** 11 months per year, Full-Time, including occasional evening and weekend responsibilities. Summer responsibilities in June and/or July will be coordinated with the Director of Enrollment Management each year.

## About St. Timothy's School

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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

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The Enrollment Management Coordinator is a key member of the St. Timothy's School community and plays a central role in outreach, recruitment, evaluation, enrollment, and retention of mission-appropriate students. Working closely with the Director, this individual manages the end-to-end admissions funnel, leads community outreach and ambassador programs, and serves as a key ambassador for the school's mission and culture. The ideal candidate is a gifted relationship builder, data-aware communicator, and detail-oriented leader who thrives in a dynamic, fast-paced, mission-driven environment while always respecting the necessary discretion and professional confidentiality that the position requires.

## Key Responsibilities

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*The following duties are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### Admissions Funnel & Process Management

- Oversee and manage the full admissions funnel from initial inquiry through enrollment and onboarding.
- Maintain timely and strategic follow-up and personalized communication with prospective families throughout the admissions process.
- Manage the admissions inbox, ensuring inquiries are addressed promptly and professionally.
- Read and evaluate applications as a member of the Admissions Committee.
- Support database integrity and accurate record management throughout the cycle.

## **Events & Tours**

- Support and participate in admissions events, open houses, fairs, and school tours.
- Lead tours for prospective families and welcome prospective students on shadow visit days.
- Collaborate with the Enrollment Management Assistant on event planning, logistics, and follow-up.
- Assist with admissions testing.

## **Communication**

- Draft and manage marketing email sequences for prospective families.
- Author and distribute the monthly admissions newsletter to prospective families.
- Draft and manage onboarding email sequences for newly enrolled students and families.
- Assist with enrollment and re-enrollment communication and tracking.

## **Community Outreach & Relationship Building**

- In collaboration with the Director, build and sustain partnerships with feeder schools, early childhood programs, educational consultants, and community organizations.
- Serve as the lead for outreach events, coordinating logistics and follow-up.
- Represent the school at community events, school fairs, and other recruitment opportunities.
- Identify new opportunities to broaden the school's reach and strengthen its community presence in line with the school's strategic community belonging goals.

## **Ambassador Programs**

- Lead and manage the Titan Ambassador and Parent Ambassador programs, including recruitment, training, scheduling, and recognition.
- Oversee ambassador hour tracking and record processing in collaboration with support staff.

## **Qualifications**

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- Bachelor's degree required; advanced degree in education, communications, or a related field preferred.
- Aligns with the mission and values of St. Timothy's School.
- 3–5 years of experience in admissions, enrollment management, or a related role, ideally in an independent or private school setting.
- Excellent written and verbal communication skills with strong attention to detail.
- Strong interpersonal skills and a genuine enthusiasm for building community relationships.
- Proficiency with admissions database systems, ideally Veracross.
- Highly organized with the ability to manage multiple priorities simultaneously.
- Collaborative, team-oriented mindset with the ability to work independently when needed.
- Ability to handle sensitive and confidential admissions information with discretion.
- Ability to work evenings and weekends as needed.
- Certified Admissions and Enrollment Professional (CAEP®) or willingness to obtain certification within the first year of employment.

## **Work Environment & Schedule**

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- Primarily office-based within the Admissions/Enrollment Management Office on the St. Timothy's School campus.
- School hours 7:45 a.m.–4:00 p.m. 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

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

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