



Position Title: Assistant Director of Enrollment Management

Reports To: Director of Enrollment Management

Position Purpose: Assists with the enrollment functions of the Admissions Office

Responsibilities

- Works with other members of the Enrollment Management team to coordinate the enrollment management process for a designated cohort of applicants and current student re-enrollment
- Establish, track and maintain accurate and complete applicant records within the Admissions software database for designated cohort of applicants
- Schedule, conduct and administer admissions tours for prospective families
- Develop and maintain relationships with partner schools
- Plan, attend and participate in recruitment and retention Events (Open Houses, partner school events and new parent social(s) or other events)
- Serve as a resource for prospective families going through the admissions process
- Coordinate candidate visits for assessments and classroom visits
- Organize, evaluate and present completed applications for Admissions Committees
- Communicate admissions decisions with prospective families
- Maintain and update admissions materials and outgoing correspondence
- Respond to telephone calls, email inquiries and “walk-in” visitors inquiring about the school
- Help new families transition to the school and community
- Perform other duties as requested by the Director of Enrollment Management

Qualifications

- Bachelor's degree required; Master's degree preferred
- Prior admissions experience is preferred
- Possess an enthusiasm for working with students and families while displaying exemplary verbal and written communication skills, creativity, flexibility, and a strong work ethic within a fast-paced environment
- Proficiency and willingness to learn appropriate technology and web tools
- Ability to use basic office equipment
- Collegial and collaborative team member
- Communicate effectively with all constituents in an independent school environment
- Demonstrate strong customer service and data analytical skills
- Supports Shorecrest's Mission and Core Values

Physical Requirements and Work Environment:

- Lift up to 30lbs. (storage boxes, event materials, supplies)
- Work in standard office conditions and climate
- Sit for long periods of time at a computer

- Frequent walks on a campus of Shorecrest size
- Ability to work in a very busy and highly involved environment dealing with a wide variety of challenges, deadlines, and varied and diverse array of contacts

Apply by August 29, 2025, by emailing Mark Brown, Director of Enrollment Management, at mabrown@shorecrest.org.