



the **T.E.C.** schools

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Job Title: Office Administrator (Enrollment & Revenue Focus)

Organization: The T.E.C. Schools (Think. Explore. Create.)

Location: Worcester, MA

Position Type: Part-Time (30 hours per week), Year-Round

About Us

The T.E.C. Schools is an innovative, S.T.E.A.M.-based Montessori school serving students in Worcester County. Our mission is to prepare children for life by nurturing self-confidence, joy, and a lifelong love for learning. Faculty and staff members at The T.E.C. Schools are innovative and experienced professionals who bring unique talents to enrich our community. We are growing! Come grow with us!

About the Role

We are seeking a highly motivated, organized, and results-driven Office Administrator to join our administrative team. In this dynamic, year-round, 30-hour-per-week position, you will be the driving force behind the school's continued growth. Your primary focus will be on driving enrollment, successfully meeting admission targets, and expanding our ancillary programs to grow the school's overall revenue. Because this role is deeply tied to community outreach and admissions, it requires flexibility, high energy, and the ability to thrive under pressure.

Key Responsibilities

- **Enrollment & Growth:** Spearhead the admissions process from initial inquiry to enrollment. Actively work to meet and exceed target enrollment numbers.
- **Revenue Generation:** Manage, promote, and grow the school's ancillary and vacation programs to increase overall revenue.
- **Event Planning & Outreach:** Plan, coordinate, and actively attend both on-site and off-site promotional events. Please note: This requires a flexible schedule and the willingness to work weekends, evenings, and during school vacations.
- **Office Administration:** Maintain seamless front-office operations, manage communications with prospective and current families, and ensure all administrative records are accurate and up-to-date.
- **Relationship Building:** Serve as an enthusiastic and knowledgeable ambassador for The T.E.C. Schools, effectively communicating the value of our Montessori and S.T.E.A.M. curriculum to prospective parents and community partners.



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Qualifications

- **Skills:** Exceptional organizational and communication skills (both written and verbal) are an absolute must.
- **Work Style:** Ability to remain composed, professional, and effective while working under pressure in a fast-paced school environment.
- **Flexibility:** Willingness and availability to work non-traditional hours, including evenings, weekends, and during school vacation weeks, to attend events and meet enrollment goals.
- **Experience:** Prior experience in admissions, sales, event planning, or school administration is highly preferred.
- **Technical Proficiency:** Comfortable utilizing CRM software, Google Suite, and other administrative platforms to track enrollment metrics.

Compensation & Benefits

The T.E.C. Schools offers a competitive salary commensurate with experience for this 30-hour/week role. We offer attractive benefits including:

- Paid time off (available as soon as 90 days of employment)
- Vacation and holiday pay
- Great tuition discount
- Performance bonus (tied to meeting enrollment targets)