

OFFICE OF ENROLLMENT

Associate Director of Enrollment Operations

Reporting to: Director of Enrollment

Type of Position: Full Time

POSITION OVERVIEW

The Associate Director of Enrollment Operations is responsible for supporting and executing strategic enrollment initiatives while overseeing the operational management of the admissions process. The Associate Director establishes meaningful relationships with prospective families, partnership schools, and community organizations while ensuring the successful coordination of admissions events, recruitment efforts, and enrollment operations.

The Associate Director works closely with the Director of Enrollment to strengthen and enhance the admissions experience for prospective students and families. The ultimate goal of this work is to increase the number and yield rate of applications for admission while supporting the mission and values of Fontbonne.

ROLES AND RESPONSIBILITIES

The Associate Director of Enrollment Operations is responsible for:

1. Assist the Director of Enrollment with all aspects of the admissions and enrollment process.
2. Lead the planning, coordination, and execution of Admissions events, including Open Houses, Shadow Days, Accepted Student events, Orientation programming, and virtual events.
3. Manage admissions event logistics, including scheduling, communication, materials preparation, staffing coordination, room setup, hospitality, and event follow-up.
4. Coordinate and execute off-campus recruitment efforts, including school visits, admissions fairs, classroom presentations, and community outreach events.
5. Facilitate and enhance relationships with partner schools and educational organizations to strengthen partnerships and increase engagement with prospective students and families.
6. Respond to inquiries from prospective families via phone, email, virtual meetings, and in-person interactions.
7. Maintain accurate and up-to-date records in the admissions database while ensuring the timely processing of admissions materials and communications.
8. Support the development and implementation of systems and processes that strengthen the admissions and enrollment experience for prospective families.
9. Assist in the management of admissions communications, enrollment tracking, and data reporting.
10. Collaborate with the Director of Marketing & Communications to support admissions marketing initiatives and promotional efforts.
11. Coordinate logistics and communication related to campus visits, student shadow experiences, and admissions programming.
12. Support the preparation of admissions reports, enrollment data, and event evaluations.
13. Work collaboratively with Fontbonne administrators, faculty, staff, students, and parent volunteers to support admissions and enrollment initiatives.

14. Serve as a role model to current and prospective students and uphold the mission and values of Fontbonne.
15. Assume additional responsibilities as required.

QUALIFICATIONS

- Embodies the Charism and Spirit of the Sisters of Saint Joseph.
- Excellent organizational, time-management, and project management skills.
- Exceptional communication and interpersonal skills.
- Strong attention to detail and ability to manage multiple priorities.
- Ability to work independently and collaboratively in a fast-paced environment.
- Demonstrates professionalism, initiative, creativity, and flexibility.
- Ability to build meaningful relationships with students, families, faculty, and community partners.
- Flexibility to work evenings and weekends and moderate travel.

EDUCATION & EXPERIENCE

- Bachelor's degree required.
- Minimum of 2 years of experience in admissions, enrollment management, event coordination, education, communications, or a related field preferred.
- Experience working in independent, Catholic, or secondary school settings preferred.
- Bilingual or knowledge of multiple languages is a plus.
- Knowledge of and proficiency in Google Suite, Microsoft Office, and database management systems.
- Experience with Ravenna or similar admissions/enrollment management systems preferred.

About the Congregation of the Sisters of Saint Joseph The Congregation of the Sisters of St. Joseph and the Sponsored Ministries, including Fontbonne Academy, are equal employment opportunity employers. Consistent with those religious exemptions provided in statutory and constitutional law, employment decisions are based on merit, job requirements and qualifications, and organization needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Fontbonne Academy complies with the law regarding reasonable accommodation for handicapped and disabled employees. It is the policy of Fontbonne Academy to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and the Massachusetts Fair Employment Practices Act. Fontbonne Academy will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.

Interested Candidates should send a cover letter and resume to jobs@fontbonneboston.org and to our Admissions Director, Kathryn Meschino, at kmeschino@fontbonneboston.org. Please include the title of the position and your name in the subject line.