



Academy of Our Lady of Peace  
Job Description  
**Assistant Enrollment Manager**

### **Job Summary**

The Assistant Enrollment Manager is an individual who assists in making a positive impact on the lives of young women through the initial interactions, conversations, and relationships formed through the office of admissions. This role is vital to helping OLP implement the vision of becoming the leading high school for young women in Southern California. The Assistant Enrollment Manager communicates the school's mission, philosophy, and core values while modeling behavior that inspires excellence, helping students grow to become young women of heart, faith and courage in the spirit of the Sisters of St. Joseph in an often fast paced environment.

The Assistant Enrollment Manager works in the Office of Admission and helps to process and enroll new domestic and international students to the Academy of Our Lady of Peace. The Assistant Enrollment Manager works with all members of the admission office and all departments at the school. The Assistant Enrollment Manager also works on many of the admission functions of capturing inquiries, maintaining metrics on contacts, following up with families, scheduling tours and visits, conducting tours and visits, providing information about OLP and processing new student decisions. The Assistant Enrollment Manager works with and manages the data that the Office of Admission utilizes. Much of the clerical and actionable day to day work of the Office of Admission and Enrollment Management is carried out by this individual. In order to meet the many varied duties of the office, the Assistant Enrollment Manager assists in the training, scheduling and coordination of the Carondelet Circle Student Ambassador Program.

### **Essential Duties and Responsibilities**

- Supports the OLP mission and vision through serving as an ambassador of the school in the recruitment of students, articulation of the school's philosophy of education, and supporting prospective families in the office of admissions.
- Works collaboratively across departments to successfully implement enrollment, outreach and recruitment efforts.

### **Recruitment Management**

- Supports in the coordination of the international visa program in partnership with the school's registrar, ensuring all paperwork is current, prospective and current students'

have the necessary visa documentation, and all school documentation is up to date.

- Updates and manages essential school wide processes and materials as they pertain to OLP admission and enrollment management related activities.
- Efficiently manage the admissions selection process including the process of decision letters and forms, scheduling interviews for all applicants, etc.
- Enhance successful recruitment and outreach efforts to increase interest from prospective students.
- Prepares for, coordinates and attends admission related and other school related events in partnership with the Facilities staff, marketing and communications, including but not limited to:
  - Open House, Shadow Visits, Visitation Days
  - “Getting Started at The Academy of Our Lady of Peace”
  - Visits to affiliate schools
  - Re-recruitment - Retention events
  - New student/family events
- Manages all online and actual admission related materials and works closely to maintain accuracy with our published website.
- Interacts via phone, email or in person with inquiring families as well as current OLP families.
- Provide appropriate follow-up communication with prospective students regarding inquiries on course content, campus and student life, and scholarship opportunities.
- Attends Admission Committee Meetings.
- As needed, in partnership with the Director of Enrollment Management, Outreach and Innovation, represent OLP to prospective students at recruiting fairs and conferences.
- As directed, conduct information sessions (face to face or virtual) for prospective students and parents.

### **Enrollment Management**

- Collaborates with the business office in terms of enrollment agreements (new and returning).
- Coordinate and ensure a successful online registration, confirming that new students are connected with the OLP counselors for course selection.
- Help secure parent volunteers for school functions on and off campus.
- Serve as the point person for the summer ambassador program to help new students meet one another prior to the start of the school year.
- Serve as a liaison for onboarding current families
- Create meet-ups (gatherings) for new families hosted by current families.
- Create and facilitate the current family list that new families use to connect with current

families.

- Compile data and materials to prepare reports and summaries for management.
- Design analytics from the new CRM to determine student trends.
- Provide students and parents with information on courses, admissions information sessions, shadow visits, visitation days, breakfast tours, etc.

### **Essential Skills**

- Bachelor's Degree or a minimum of two years experience in the Office of Admissions at a private school
- Ability to work with a team of people.
- Knowledge of CRMs and other supportive databases specific to enrollment management
- Excellent oral, written and interpersonal communication skills.
- Knowledgeable about high school academic programs, admissions protocols, and all girls' school benefits
- Experience working with multiple demands, schedules and work styles.
- Ability to lift 25 lbs when preparing for an event.
- Meticulous record keeping skills with a keen attention to detail
- Independent worker with the ability to think critically, identify problems and work to solutions
- Works in a diverse environment
- Maintains a growth mindset
- Computer and database literacy, along with proficiency in all MS Office tools
- Preferred proficiency in a second language (Ex: Mandarin or Spanish)

### **Reports to the Director of Enrollment Management, Outreach and Innovation**