



Coordinator of Enrollment and Financial Aid

General Overview

Reporting to the Vice President for Enrollment Management, this full-time 11-month employee will partner with all members of the Enrollment team in implementing a comprehensive enrollment strategy that meets institutional targets while recruiting, enrolling, and retaining talented students. Integral to that work, the Coordinator will provide prospective families, school officials, current families, alumni, and community-based organizations with prompt, courteous, and helpful assistance in all aspects of the admission process. The Coordinator will have primary responsibility for management of the Enrollment section of the BC High website, the Ravenna admissions portal, and the FACTS financial aid system. Given the nature of the office, the person in this role will be involved in all main functions of the Enrollment Office including responding to inquiries, interviewing and touring families, and representing BC High at on- and off-campus events.

Shared Responsibilities

- In collaboration with Enrollment team members, assist families through the full cycle of enrollment, including inquiry, application completion, and financial aid application (if necessary).
- Promptly respond to interested families in accordance with department guidelines.
- Participate in the coordination and implementation of all Enrollment Office events on- and off-campus, including but not limited to: School Fair, Open House, Information Nights/Sessions, Community Receptions, Accepted Student Programs, Entrance Testing, and new events as they evolve.

Individual Responsibilities

- Assist families and the Vice President for Enrollment Management with various aspects of the financial aid process. This includes responding to questions, entering information into the FACTS database system, running regular reports, creating dashboards, and analyzing financial aid data.
- Ensure that the Ravenna admission website functions as desired, both for Enrollment staff and prospective families.
- Assist the Assistant Director of Enrollment with *Eagle for a Day* visits.
- Facilitate timely communication within the Enrollment Office and with outside constituents.
- Serve as point-of-contact with standardized testing companies to coordinate onsite testing dates, materials, and staffing.
- Assist in compiling data and run various reports to be presented to school administrators and Board members.
- Manage availability of collateral for the department, anticipating needs of Enrollment team members in accordance with the department schedule of events.
- Respond to or delegate general calls and emails to the Enrollment Office.
- Track expenses and process invoices for payment.
- Coordinate submissions for the weekly EagleUpdate and ArrupeUpdates.



Education

Minimum of Bachelor's degree

Desired Skills, Beliefs, and Attitudes

- Belief in the value of a Jesuit education and the capacity to articulate those beliefs to all constituent groups
- Enthusiasm and energy and the desire to work with students and families
- Strong communication skills, both verbal and written
- Computer competency and the ability to navigate multiple systems
- Ability to manage multiple tasks with strong attention to detail
- Commitment to culturally responsive practices