



Enrollment Assistant

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

SPECIFIC RESPONSIBILITIES

Reporting to the Vice President for Enrollment Management, this full-time 12-month employee partners 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 Assistant provides prospective families, school officials, current families, alumni, and community-based organizations with prompt, courteous, and helpful assistance in all aspects of the admission and re-enrollment process. This position has primary responsibility for management of the Enrollment section of the BC High website, the Ravenna admissions portal, and for running reports from the FACTS financial aid system. Given the nature of the office, the Assistant is involved in all main functions of the Enrollment Office including responding to inquiries and representing BC High at enrollment events.

- 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, Eagle for a Day, Information Nights/Sessions, Community Receptions, Accepted Student Programs, Entrance Testing, and new events as they evolve.
- Ensure that the Ravenna admission website functions as desired, both for Enrollment staff and prospective families.
- 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 Eagle Update and Arrupe Update.

SELECTION CRITERIA

- Bachelor's degree preferred.
- Ability to embrace the value of a Jesuit education and the capacity to articulate that 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 databases, including Ravenna, Blackbaud, and/or FACTS.
- Ability to manage multiple tasks with strong attention to detail.
- Commitment to culturally responsive practices.

Working Conditions

Occasional evening or weekend work.