



JOB DESCRIPTION

Job Title: Part-time Enrollment Assistant

Campus: Upper School

Reports to: Director of Enrollment

Job Summary

Enrollment Assistant reports directly to the Director of Enrollment and is responsible for assisting in activities related to recruitment, evaluation and enrollment of prospective NCS students.

Responsibilities

- Answer admissions calls and return voicemail messages.
- Schedule and conduct Middle and High School admission tours when necessary.
- Help maintain the admissions files and contact families when they are missing documents.
- Assist with open houses and other admissions events as needed.
- Track applications, inquiries and maintain data for analysis.

Qualifications

- Strong computer skills - Google and Microsoft experience required.
- Outstanding communication and phone skills.
- Previous administrative or admissions experience required. Sales experience is a plus.
- Stays on task and works closely with the Enrollment Director.