



ST. ANNE'S EPISCOPAL SCHOOL

Job Title:	Enrollment Coordinator
Reports To:	Director of Enrollment Management
FLSA Status:	Exempt
Salary:	\$60,000 - \$65,000 Annually
Anticipated Start Date:	A.S.A.P.

ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's Episcopal School is a vibrant, independent, preschool-8th grade co-educational school located in the heart of the Denver metro area, serving approximately 450 students. Our school culture fosters a sense of belonging and community, builds character, and pursues academic scholarship, all rooted in our values of curiosity, humility, faith, compassion, and service. We are a supportive community that provides a program where students can thrive academically, athletically, spiritually, artistically, emotionally, and socially. We build character and integrity upon a spiritual, moral, and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society.

MISSION

Grounded in our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

VALUES

Community, Curiosity, Faith, Compassion, Humility

POSITION DESCRIPTION

OVERALL RESPONSIBILITIES AND EXPECTATIONS

ENROLLMENT & DATA MANAGEMENT

- Monitor the full admissions funnel from inquiry to enrollment, ensuring complete, accurate data in Finalsight Enrollment and seamless transfer of data into Veracross.
- Maintain a clean CRM, eliminating duplicates, standardizing entries, and supporting data-driven decisions.
- Audit parent and student records regularly to keep demographic and household data up to date.
- Track and resolve missing information to ensure consistency across enrollment and student information databases.
- Partner with the Director of Technology on report card preparation and distribution, parent/caretaker and teacher conference sign-up, and end-of-year system rollover.

ADMISSIONS INSIGHTS & LEADERSHIP SUPPORT

- Generate reports on application volume, yield, and attrition to inform strategy.
- Present data clearly through charts and summaries to support leadership decisions.
- Provide direct support to the Director of Enrollment Management by managing calendar priorities, preparing materials, and coordinating key communications.



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REGISTRAR & ACADEMIC RECORDS

- Serve as custodian of student records, ensuring accuracy, security, and compliance.
- Process official transcripts, enrollment verification, and diploma requests.
- Work closely with the division heads and Director of Technology to build, review, and finalize student schedules in Veracross.
- Prepare for audits and ensure record-keeping meets ACIS, privacy, and accreditation standards.
- Oversee the secure archiving of permanent records for current and former students.

FAMILY EXPERIENCE & OPERATIONS

- Serve as a welcoming first point of contact for prospective families and guests.
- Plan, coordinate, and attend all admissions and enrollment events, including recruitment and yield activities, applicant student visits, assessment days, and onboarding, ensuring a positive experience for all prospective families and guests.
- Conduct and support campus tours for prospective parents as needed
- Uphold strict privacy and data compliance in all interactions.
- Contribute to special projects that strengthen enrollment and student lifecycle processes.

OTHER DUTIES

- Provide front-desk coverage during Office Manager breaks, ensuring seamless operations and a welcoming experience for all school visitors.
- Participate in essential school-wide responsibilities, including recess and lunch supervision, dismissal duties, and attendance at faculty/staff meetings.

IDEAL QUALIFICATIONS:

- 1 -3 years of experience in a related role.
- Previous experience in an independent school environment is preferred, and experience in a PS-8 considered a strong asset.
- "Detective" Mindset: You possess an extraordinary level of attention to detail and genuinely enjoy the process of ensuring everything is "just right."
- Data Fluency: You are comfortable working with large datasets and have a strong command of Excel (charts, pivot tables, etc.). Experience with school-specific CRMs (e.g., Finalsite Enrollment, Veracross) is a significant asset.
- Analytical Thinking: You don't just see numbers; you see the story they tell. You are interested in why families choose our school and how we can use data to improve their experience.
- Confidentiality: You handle sensitive family and student information with the highest level of discretion and professionalism.
- Positive Team Player: You listen well, value different perspectives, and work constructively with others to solve problems.
- Adaptability: You are comfortable starting with foundational data tasks and have the ambition to grow into more complex analytical projects.
- Articulate & Approachable: You have excellent verbal and written communication skills. Whether in person, on the phone, or via email, your professional and friendly demeanor shines through in every interaction.



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- Cultural Competence: You are warm, welcoming, and entirely comfortable interacting with prospective families and students from a wide range of diverse backgrounds.
- Proactive Ownership: You show a strong willingness to take initiative and drive tasks forward, while still collaborating effectively and working comfortably under supervision.
- Growth Mindset: You are highly receptive to feedback, eager to learn, and constantly looking for ways to grow and improve in your role.

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions and privileges of employment.

SALARY RANGE & BENEFITS

\$60,000 - \$65,000 Annually

St. Anne's offers a competitive benefits package which includes medical, dental and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance and free lunch.

Interested candidates can send their cover letter, resume, and list of references to Rene Reynolds, Director of Human Resources, at recruiting@st-annes.org.