



# TRINITY SCHOOL

EST. 1961

## Director of Enrollment Management and Matriculation

Trinity School is an outstanding elementary day school serving preschool to Grade 5 students. Both literally and figuratively, our school is in a unique position for an independent school. Across the street from Stanford University on Sand Hill Road and adjacent to downtown Menlo Park and Silicon Valley, we occupy 5.5 acres on both campuses. We sit at the crossroads of innovation and social consciousness on our campuses. Trinity is a purposefully small school and has partnered with parents for 60 years to grow children, one at a time, into motivated and capable problem solvers with big hearts.

Trinity School is excited to announce an opening for the Director of Enrollment Management and Matriculation for the 2022-2023 school year. This position is responsible for managing the recruitment, enrollment, and retention of qualified student candidates for the Early Childhood Program (ECP) to Grade 5 through the development, implementation, and annual renewal of the Trinity Enrollment Plan. Conduct and utilize relevant research to strategically increase recruitment, enrollment, and retention. Represent the School with deep knowledge of the program, history, and culture. Demonstrate sincere, warm, and timely communications with all constituencies, internally and externally. Manage data processing and personal interfacing for the admission process, producing accurate and timely reporting. Ensure the School's mission is actualized within the culture and community of the School by interfacing, representing the Head of School, at times, to TPA leadership and committees. Coordinate and guide the annual matriculation process in collaboration with the Head of School and contracted consultant(s) for Trinity School students applying to middle schools. Support and actively contribute to the School's commitment to diversity and sustainability.

### Responsibilities:

#### Admission and Matriculation

1. Uphold the NAIS and CAIS Principles of Good Practice for Admission
2. Be thoroughly familiar with early childhood program and elementary academic and co-curricular programs, how the School represents its Episcopal identity, and the history and direction of the School.
3. Research and establish relationships and processes for recruiting diverse students
4. Oversee the public representation of Trinity School for applicant families
5. Coordinate efforts with the Development Office, Director of Marketing and Special Projects (marketing and public relations), the Business Office, and the School Office for sharing data and scheduling events
6. Oversee and direct the School's annual admission calendar
7. Screen applicants and families to ensure they can be appropriately served by the institution and can contribute to its mission
8. Manage the admission process through contract acceptance
9. Participate in the final admission decisions with the Head

10. Manage annual re-enrollment contract
11. Responsible for overseeing the School's support of Grade 5 middle school placement
  - a. Support the Head of School in establishing and maintaining productive school to school relationships and student advocacy with all middle school admission directors and heads
  - b. Coordinate with contracted consultant(s)
  - c. Coordinate internal standardized testing with relevant administrators
  - d. Maintain record-keeping, vet recommendations, and ensure deadline compliance for submitting recommendations and transcripts
  - e. Support students, teachers, and families through the placement process
12. Responsible for overseeing recommendation production, vetting, and timely submission for students applying out in lower grades.

**In Coordination with the Director of Development and Communication:**

1. Collaborate on the design of admission materials and related School publications
2. Review the marketing budget and engage with vendors for marketing and publications
3. Prepare materials for admissions tours, Open Houses, and community events.

**Community Relations**

1. Establish and maintain a Parent Ambassador Program to provide a welcoming and empathetic community through inter and intra-school networks of dialogue and support for students, faculty, administration, and families
  - a. Actively support an inclusive and equitable community
  - b. Plan and execute new family playgroups and social events

**Knowledge, Skills, and Abilities:**

- Excellent written and verbal communication skills
- Excellent organizational skills: accurate and attentive to detail
- Effective time/project manager
- Able to manage several projects simultaneously
- Knowledge of computer applications related to job functions
- Mature, energetic, intelligent with a professional demeanor
- Good judgment and creative problem-solving
- Commitment to the development of relevant professional knowledge, skills, and abilities
- Cheerful, flexible self-starter
- Outgoing and optimistic with well-developed interpersonal skills
- Thrives in a fast-paced environment
- Team player who can determine when to lead and when to follow
- Ability to resolve conflicts while maintaining the rights and human dignity of all parties

**Qualifications and Expertise:**

- Bachelor's Degree in Communications, Marketing, or closely related field and three years experience; or any combination of education and experience sufficient to successfully perform the essential duties of the job.
- Experience in the not-for-profit sector preferred.

We hope to hear from you if this description resonates with your interests and goals.

## Contact

Please send a current resume and a letter of interest to Matt Allio, Head of School at [mallio@trinity-mp.org](mailto:mallio@trinity-mp.org)