



NATIVITY JESUIT
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Open Position: Director of Enrollment

Position Type: Full Time, 12 months

Start Date: July 1, 2026

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice, and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

Qualities of an ideal Nativity Employee:

- Mission-driven and mission-aligned
 - Spiritually aligned with the school’s Catholic identity.
 - Driven to work on behalf of urban youth and families.
 - Passionate about forming leaders who serve others.
 - Acts from a place of compassion and high expectation.
 - Conducts oneself professionally (in dressing, being punctual to all meetings, communicating promptly to email/voicemails).
- Growth-oriented
 - Committed to constant learning and development of students and self.
 - Believes all children can learn.
 - Self-aware of areas for personal growth.
 - Desirous of feedback that will help identify areas for growth and spur improvement.
 - Willing to push beyond their comfort zone to grow.
 - Comfortable with being coached.
- Persistent
 - Accomplishes tasks that require long hours, resourcefulness, and recovery from error and failure.
 - Possesses a realistic understanding of the work required in a growing school.
 - Remains optimistic.



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- Does not complain or gripe but seeks solutions in the face of obstacles.
- Puts the needs of students and families first.
- Collaborative
 - Believes in the power of a group to accomplish common goals.
 - Is open to working in an effective team and can contribute to its high-functioning nature.
 - Builds partnerships with Nativity families.
 - Works effectively with others to accomplish goals, to learn from others, and to support peers.
 - Demonstrates emotional intelligence, possesses awareness of self and impact on others, communicates effectively, and has a sense of humor.

Position Summary:

The Director of Enrollment is responsible for supporting annual enrollment goals through strategic recruitment, family engagement, and data-informed decision-making. While student and family retention is a shared school-wide responsibility, this position plays an important role in supporting retention efforts by helping create a welcoming enrollment experience, maintaining strong family communication, identifying barriers that may impact continued enrollment, and collaborating with the School Leadership Team and staff to strengthen family partnership. The Director of Enrollment serves as an ambassador of the school's mission and values while helping ensure a clear, supportive, and seamless enrollment experience for all families.

Position Responsibilities:

- **Student Recruitment & Outreach**
 - Manage and respond to all admissions inquiries in a timely and professional manner.
 - Build and maintain relationships with prospective families, community partners, and feeder schools.
 - Plans, coordinates, and attends recruitment events, including open houses, school tours, prospective student interviews, and community outreach efforts.
 - Develops targeted recruitment strategies to meet enrollment goals
 - Monitors inquiry, application, acceptance, enrollment, and retention metrics to ensure progress toward annual enrollment goals.
 - Develops and executes enrollment plans designed to increase student enrollment and improve student retention.
 - Maintains a prospective family pipeline and tracks conversion rates from inquiry to enrollment.
 - Leads the Parent Recruitment Committee



- **Admissions Process Management**

- Oversees the full admissions pipeline from inquiry to enrollment
- Tracks applicant data and maintains accurate records in the school's database
- Coordinates application review processes, interviews, and admissions decisions
- Communicate admissions decisions and next steps clearly and compassionately to families
- Coordinates Milwaukee Parental Choice Program and other school choice applications for prospective, incoming, and current families. Assists families in understanding eligibility requirements, deadlines, required documentation, and application procedures.

- **Family Engagement & Communication**

- Serves as a primary point of contact for prospective and newly enrolled families
- Provides consistent follow-up to ensure families complete all enrollment steps
- In collaboration with the School Leadership Team, supports onboarding and transition processes for new students and families.
- Conducts regular follow-up with current families to identify concerns and barriers that may impact student retention.
- Coordinates annual re-enrollment efforts and family communication campaigns.
- Collects and analyzes withdrawal and exit data to inform retention strategies.
- Collaborate with school staff to ensure a welcoming and inclusive experience.

- **Data & Reporting**

- Monitors enrollment trends and application numbers to update the school enrollment dashboard
- Generates monthly reports to support enrollment strategy, student enrollment, retention, and decision-making
- Maintains confidentiality and accuracy of all student and family data

- **Collaboration & Strategy**

- Works closely with leadership, faculty, and staff to create a unified enrollment effort, making prospective families feel part of a supportive team dedicated to the school's mission.
- Develops and implements enrollment strategies
- In collaboration with the School Leadership Team, develops and implements retention strategies.



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- Collaborates with the Director of Advancement and the communications team to promote the school through social media, community events, family testimonials, marketing materials, and other enrollment initiatives.
- Works to increase the visibility and reputation of Nativity Jesuit Academy throughout Milwaukee and surrounding communities.
- **School-wide Responsibilities:**
 - Be available for school events, such as parent-teacher conferences, summer orientation sessions, and parent meetings and events.
 - Other duties as assigned by the manager.

Position Qualifications:

- Bachelor's degree preferred (or equivalent experience)
- Spanish fluency is required
- At least 1-3 years of experience in school admissions and student enrollment
- Strong organizational skills with attention to detail
- Excellent communication and interpersonal skills
- Ability to manage multiple priorities and meet deadlines
- Experience with data systems or CRM platforms preferred
- Ability to problem-solve
- Possess qualities of patience, flexibility, understanding, acceptance, and care.

How to Apply:

- Send resume, cover letter, and three references to Cynthia Camarena camarenac@nativityjesuit.org
- In the cover letter, address the following question:
 - What influenced you to work in schools?

Applicants who do not include a resume, cover letter, and three references will not be considered a complete application and will not be reviewed.