Assistant Director of Enrollment Management
Trinity School of Durham and Chapel Hill
Durham, North Carolina

[link to trinityschoolnc.org]

Southern Teachers is assisting Trinity School of Durham and Chapel Hill with its search for an Assistant Director of Enrollment Management who embraces the school’s mission, loves Jesus, and delights in showing hospitality to prospective parents and students and promoting Trinity’s visibility within the community.

Reporting to the Director of Enrollment Management and focusing especially on transitional kindergarten through grade five, the Assistant Director will develop relationships with preschools and feeder schools and serve as a spokesperson at school fairs. He or she will collaborate in developing and enacting the Enrollment Management Office’s recruitment, marketing, and communication plans and in all aspects of the admissions process from inquiry to enrollment, including fielding questions, scheduling visits, giving tours, conducting interviews, supporting assessments and testing, and evaluating files. The Assistant Director will also develop and monitor statistical reports to enhance recruitment strategies, yield management, projections, and operational efficiency and assist the Director in selecting and training admissions committee members.

Applicants should have a mature Christian commitment and previous experience with admissions, early childhood education, or classroom teaching; be high-energy, detail oriented, and strong verbal and written communicators; and be able to organize tasks and data effectively. Proficiency with Google Documents, Google Sheets, Microsoft Office, Canva, and Veracross are preferred.

Trinity School of Durham and Chapel Hill is a TK-12 independent Christian school with a classical, rich, and unhurried curriculum. Serving approximately 530 students, the school is in its twenty-seventh year. The Upper School, which started in 2006, will graduate its thirteenth class this spring. Blessed with consistent growth during its first two decades, the school resides on 22 acres bordered by the New Hope Creek nature corridor and trail that connect with Duke Forest.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.