



Enrollment and Retention Coordinator

Position Overview:

The Enrollment and Retention Coordinator plays a key role in advancing the mission of Xavier College Prep by guiding families through final steps of Xavier's admissions process and the key transitions that follow. This position focuses on "closing the loop" with families identified and cultivated by the Director of Admissions, ensuring each student is fully supported from initial inquiry through graduation.

Reporting to the President and working closely with the Director of Admissions, the Coordinator manages key enrollment and retention activities, ensures families are financially prepared and welcomed into the community, and serves as a consistent and trusted liaison for families throughout their time at the school. The Coordinator also assists in daily operations of the Admissions Office and assumes leadership of the office in the Director's absence.

Key Responsibilities:

Enrollment Closing & Family Commitment

- Serve as a point of contact for families in the transitional stages of the admissions process, helping them confidently move from accepted to enrolled.
- Build personalized, mission-centered relationships with prospective families to reinforce the return on investment in a Jesuit Catholic education.
- Address financial concerns by coordinating with the Business Office to manage the Tuition Assistance Program.
- Establish a Financial Aid Committee to ensure need is met and aid is appropriately applied.
- Track and manage submission of enrollment contracts, deposits, and any other enrollment documentation.

Family Retention & Relationship Management

- Serve as a reliable point of contact for families post-enrollment, to ensure a smooth transition into the Xavier community.
- Organize communications and check-ins during key moments such as onboarding, financial aid re-application, and re-registration.
- Work closely with academic and student life teams to ensure families feel seen, heard, and valued throughout their student's journey, with the goal of retention.
- Help families feel seen and valued by offering regular outreach and opportunities for involvement.

Admissions Office Operations

- Ensure timely communication and seamless service to prospective and current families.



- Maintain and update admissions databases, in conjunction with the Director of Admissions, with accuracy and attention to detail.
- Serve as the operational lead in the absence of the Director of Admissions.

Event & Outreach Support

- Assist with planning and execution of admissions and retention-focused events (e.g., Open House, Back to School Orientation, Back to School Night, new family receptions, onboarding sessions), as well as cultivating new admissions events.
- Represent the school at community and partner school events to support relationship building and enrollment goals.

Communication & Reporting

- Develop and distribute timely communications tailored to newly accepted and currently enrolled families.
- Collaborate with the Marketing team to align messaging with the Xavier brand and mission.
- Track metrics on enrollment conversion, retention, and family satisfaction and prepare reports for leadership and Board committees.

Qualifications:

- Bachelor's degree required; experience in admissions, relationship management, or sales strongly preferred.
- Commitment to the mission and values of Jesuit Catholic education; practicing Catholic preferred but not required.
- Outstanding interpersonal, communication, and customer service skills.
- Proactive, persuasive, and organized, with a passion for helping families navigate complex decisions.
- Experience with admissions CRM systems, Microsoft Office, and Google Workspace.
- Ability to work some evenings and weekends during peak admissions seasons.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

About Xavier College Preparatory High School:

Rooted in Jesuit tradition, Xavier College Preparatory High School forms students to be intellectually competent, committed to justice, religious, compassionate, and open to growth. Located in the Coachella Valley, Xavier is proud to educate young men and women from all walks of life in service to God and others.

Interested candidates should send a resume and cover letter to Chloe Folena - cfolena@xavierprep.org.