Position: Enrollment Associate, full-time
Department: Enrollment/Admissions
Hours: Full-time; generally, weekday with flexibility to work nights and weekends
FLSA: Non-Exempt
Salary Range: $65,000-$70,000

Notre Dame Academy - Hingham, an all-female college preparatory high school dedicated to empowering young women in grades 6-12. As a vibrant Catholic learning community sponsored by the Sisters of Notre Dame de Namur, we focus on personal faith formation, academic excellence, and social responsibility.

The Enrollment Associate reports to the Executive Director of Enrollment and works alongside the Director of Enrollment and will be responsible for supporting the operations of the Admissions and Enrollment department. The position will also work closely with the Business Office and Marketing and Communications teams. The ideal candidate is detail oriented, exercises discretion, meets deadlines and enjoys working as part of a team. This is a full-time, 12-month position that includes occasional night and weekend events.

Key Responsibilities:

- Under the direction of the Executive Director of Enrollment and Director of Enrollment, the Enrollment Associate helps guide families through the application process by maintaining the database, scheduling and supporting campus visits, and coordinating communication with prospective or admitted families in a time-sensitive process.
- Coordinates delivery of all applicant mailings, admission decisions, acceptance packages, and materials sent to constituents.
- Assists with the planning, organizing, and running of the Office of Enrollment events, including but not limited to:
    - Open House
    - Cougar for a Day visits
    - applicant interviews
    - Accepted Student Nights
    - events for new families and webinars.
- Is proficient in, or willing to learn, various software programs such as Microsoft Office Suite, Ravenna database management and Canva
- Other duties as assigned

Education and Experience Requirements:

- Experience with Microsoft Office Products – Outlook, Excel, Word
- Previous Admissions experience preferred
- Bachelors degree or related experience

The Ideal Candidate Posses:

- An understanding, commitment, and appreciation for a Catholic, all-girls educational environment and NDA's mission and core values
- Strong interpersonal, collaboration, and communication skills
- Professionalism, accountability, and customer service
- Knowledge of business office practices and procedures required
- Ability to prioritize and to set and meet deadlines. Ability to effectively handle various duties simultaneously and works well under pressure

Interested Candidates should submit a cover letter and resume to Debbie Perry, Director of Human Resources at dperry@ndahingham.com

*Notre Dame Academy seeks to create a working and learning environment that reflects our society and community free from discrimination on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, age, handicap, or military service, as defined and required by state and federal laws.

Updated: October 5, 2026