

## **Admissions Team Member**

### **Job Description**

Saint James School is seeking an admissions team member to join the admissions team in a vital role in recruiting, assisting, and enrolling new students that add to Saint James School's diversely talented student body. This position serves as a primary point of contact for prospective students and their families, as they are guided through the admissions and enrollment process.

Applicants should value the unique impact of a Saint James School education, be enthusiastic to share STJ with others, enjoy building and nurturing strong relationships, and effectively communicate with others. Responsibilities may include building meaningful relationships with prospective students; establishing networks of future, current, and past STJ families; arranging admission visits and events; providing campus tours, sharing accurate and informed information, and stewarding families through the admission and enrollment process.

To apply: Please send your resume and cover letter to [lpotts@stjmontgomery.org](mailto:lpotts@stjmontgomery.org)

*Updated: October 2025*