



2025-2026 Position Listing Director of Enrollment and Financial Aid

St. Michael's School, in central Tucson, is seeking a Director of Enrollment and Financial Aid to begin full-time June 1, 2025. The Director of Enrollment and Financial Aid at St. Michael's School is responsible for managing all facets of admissions, enrollment, and financial aid, to attract, enroll, and retain a diverse, mission-appropriate student population in grades pre-kindergarten through eighth.

Key Duties and Responsibilities

- Oversee and manage the annual program of admissions and enrollment for new students to the school and manage the re-enrollment of returning students
- Present the school to prospective students and parents, which includes systematic and efficient handling of applications and communication with prospective students and their parents, handling applications, recommendations, interviews, tours, admissions testing, as well as the enrollment of students following input from the appropriate teachers and administrators
- Oversee the admissions office, including the creation of marketing materials, mailings, publications and promotional events both on and off campus
- Maintain active partnerships with directors and admissions personnel at partner schools
- Oversee the Financial Aid Committee in evaluating applications and decisions related to need-based aid and in communicating to applicant families the various sources available for assistance, including but not limited to, Arizona tax credits and student tuition organizations (STO's)
- Coordinate with student tuition organizations, the Director of Philanthropy, and the Director of Finances/Operations to develop a tuition and financial-assistance strategy that maximizes enrollment and net tuition revenue.
- Maintain routine communication and develop relationships to empower parent volunteers in assisting with recruitment and the transition of new families into the school community
- Maintain relevant data on all aspects of the admissions and re-enrollment program and use data to drive change
- Remain a visible presence throughout the school, building relationships with the faculty, staff, students, and parents
- Represent the school at various community and school events
- Perform other duties as assigned by the Head of School.

Reporting and Evaluation

The Director of Enrollment and Financial Aid works closely and collaboratively with all faculty and staff, reports to the Head of School, and is evaluated by him or her annually.

Compensation and Benefits

Salary is highly competitive with area schools, commensurate with years of experience and educational background, and negotiable within established ranges. This is a full-time, academic-year position with benefits that include paid vacation, personal and sick-leave days; comprehensive health coverage through Blue Cross Blue Shield; dental coverage; and a matching-contribution program for retirement.

About St. Michael's School

St. Michael's School in Tucson, Arizona, is an Episcopal parish-affiliated, PK-8, co-educational day school enrolling approximately 300 students. Located 20 minutes from downtown Tucson in the Harold Bell Wright neighborhood, the historical eight-acre campus was originally designed by the renowned Tucson architect Josias Joesler and is shared with St. Michael and All Angels Church. Our historic campus offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and collaboration.

St. Michael's School has nurtured the hearts and minds of students since 1960. As an integral part of St. Michael and All Angels Parish, the School expects and promotes the individual's active commitment to personal integrity, service, and academic excellence. The St. Michael's School community reflects the values of the Episcopal Church and as such embraces cultural, racial, socioeconomic, and religious diversity. The School is dedicated to the delivery of a balanced academic program that builds student's capacity for success through a comprehensive, demanding curriculum while also developing their foundation in faith and service, integrity and leadership, and health and well-being. At St. Michael's, everyone seeks a broader perspective—an expanded understanding of each other, our community, and the larger world. Equity and inclusion are at the heart of all we do. St. Michael's is open and inclusive of all religious traditions and embraces diversity as a value to be sought, including in its employment practices.

St. Michael's School is accredited by the Southwestern Association of Episcopal Schools (SAES) and is a member of the National Association of Episcopal Schools (NAES). St. Michael's School is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, national origin, ancestry, religion, sex, gender identity, age, disability, medical condition, sexual orientation, marital status, veteran status, or any other characteristic protected by law.

Application Process and Materials

Please submit a cover letter and resume by email or send the same via US Mail to the attention of Human Resources and Employment, St. Michael's School, 602 North Wilmot Street, Tucson, AZ 85711. Consideration of all candidates will continue until an offer is made and accepted.