



## **JOB DESCRIPTION – ADMISSIONS COORDINATOR**

### **Synopsis**

The Admissions Coordinator is responsible for driving admissions and enrollment. He/She is the principal point of contact with prospective families.

### **Qualifications**

The Admissions Coordinator must be a born again Christian who is in full agreement with our Statement of Faith, agrees to abide by the school's Moral Conduct Policy, and is committed to fulfilling the School's Mission.

The Admissions Coordinator must have a strong commitment to private school education, superior communication skills both written and spoken, superior interpersonal, organizational and managerial skills, enthusiasm, a winning attitude, flexibility, warmth, sense of humor and is a hardworking, collaborative team player.

The Admissions Coordinator should also be goal oriented and able to take initiative, willing to occasionally work evenings, have strong computer skills, and demonstrate ease working collaboratively to set goals, problem solve and devise strategy.

A background in sales, customer service and marketing would be an asset.

### **Responsibilities**

1. Collaboratively work with the Director of Business and the Marketing Team in creating appropriate admissions and marketing materials, advertising, website management and mailing and publications.
2. Lead and collaborate with the enrollment team with admission events such as Open Houses and Trade Shows.
3. Collaboratively set enrollment targets and goals with the Director of Business.
4. Generating Leads.
5. Meeting or exceeding enrollment goals.
6. Track and move prospective families through admission/sales funnel to ensure a successful enrollment/sale for all programs (in-person, ACA@Home, International)
7. Provide superior customer service when interacting with prospective parents on the phone, in writing, by email, text message and/or in person.
8. Evaluate continually and make recommendations where appropriate all aspects of the admissions program with the goal of maintaining capacity enrollment of qualified students.
9. Maintain and organize inquiries and enrollment/admissions paperwork.
10. Follow-up with prospective parents in a timely manner to ensure all obstacles have been addressed and the prospective family has a positive experience with the school. Follow up with many touchpoints throughout the process.

11. Book appointments for prospective families to meet with our Principal for a Family Interview prior to admission.
12. Book testing for each student with our Resource Team (in-person)
13. Issue letters of acceptance to successful families.
14. Input all activity into a database management system/sales pipeline in a timely and accurate manner.
15. Take part and help plan school events.
16. Create reports to share with school leadership and the board.
17. Assess data and monitor trends.
18. Work closely with the Finance Team with Re-enrollment/Enrollment processes and paperwork.
19. Make current and new family relational calls to aid retention.
20. International Student Liaison. (meetings, events)
21. Family Follow up.

### **Spiritual Responsibilities**

1. To model in speech, actions, and attitude, a consistent daily walk with Jesus Christ.
2. To show by example the importance of the Word of God, prayer, fellowship, and Christian service.
3. To follow the Matthew 18 principle in dealing with students, parents, administration, and staff.
4. To recognize that parents have the primary responsibility before God for their children's education and to assist them in that task.
5. To help students understand God's love for them, to motivate them to accept His gift of salvation, and to help them grow in their faith.

### **Professional Responsibilities**

1. To utilize educational opportunities and processes for professional growth.
2. To seek the counsel of others in order to grow professionally.
3. To provide input and recommendations to the administration regarding the effective operation of the school.
4. To attend and participate in scheduled devotional, committee, faculty, and PT Connections meetings.

### **Accountability**

1. The Admissions Coordinator will report directly to the Director of Business.
2. The Admissions Coordinator will be evaluated annually by the Director of Business.

**0.80 FTE to start with the plan to grow to a 1.0 FTE.**

**Compensation – based on experience/education in admin setting**

**12-month contract (year round, not just during the school year)**

**Deadline for applications:**

Friday, June 3<sup>rd</sup>, 2022

Please e-mail resume to our HR department: [humanresources@airdriechristian.com](mailto:humanresources@airdriechristian.com)

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately.