



DIRECTOR OF ADMISSIONS

JOB DESCRIPTION

Position: Director of Admissions

Position Hours: Part Time – 20 Hours Per Week (Seasonal Variation)

Specific Focus: Admissions Process

Reports To: Senior Director of Advancement

Purpose:

The Director of Admissions is primarily responsible for developing and maintaining relationships with the community to facilitate the Admissions process of the school.

Required Spiritual Qualities:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her church attendance, prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence of the fruit of the Spirit in dealing with people.
- Share the Christian faith with others and maintain a Christ-centered home.
- A Member in Good Standing with a local Bible-believing church.

Required Professional Qualities:

- Admissions Planning - Annually assist in preparing and updating a comprehensive admissions and recruitment plan with measurable goals. Evaluate continually, and redesign where appropriate, aspects of admissions initiatives in line with the admissions strategic plan/goals.
- Annual Setup - Provide oversight of the annual setup of applications, checklists, communication templates, contracts (enroll and re-enroll), report generation, and mapping to FACTS Enrollment Management/SIS.

- Coordination of Student Assessments with various divisions and bringing the best practices for continuous quality improvement of RSO processes.
- Admissions Funnel - Collaborate with the Director of Enrollment Management to assist families as they walk through the admissions process. Oversee the follow-up of all enrollment leads/inquiries within 24 hours of lead generation, track all leads, and maintain strong and timely lead-to-enrollment conversions of mission-appropriate families.
- Admissions Events - Plan and coordinate admission-related events, community events, personal campus tours and visits, shadow days, transition grade events, etc.
- Recruitment – Assist with strategic planning and ongoing recruitment activities that will attract mission-appropriate students.
- Data Analytics - Ensure input of consistent and accurate data regarding aspects of application, admissions, enrollment, and registration. Analyze data with sight toward a commitment to customer service and continuous improvement.
- Tours - Conduct and lead tours of school facilities periodically throughout the course of the admissions cycle. In addition, this role may cross-train other staff to support this important function.
- Event Coordination – Lead coordination of external events of the school, including location logistics, volunteers, signups, and promotion at the direction of administration.
- Recognize the need for good public relations. Represent the school favorably and professionally to the school's constituency and the general public.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Respect for and adherence to the utmost in confidentiality.

Qualifications:

- Bachelor's degree.
- An active testimony of a personal relationship with Jesus Christ.
- Two years of professional admissions experience desired, preferably in a Christian environment.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.