

Position Title: **Admissions Coordinator**

Last Updated: March 2021

Reports To: Director of Admissions

Status: Non-Exempt-Hourly
Permanent Full-time

Schedule: 12 month position
Monday through Friday

Benefits: Benefit Eligible

Summary Description:

The Admissions Coordinator is an integral member of the Admissions Office responsible for assisting with the day-to-day operational needs as well as the enrollment of mission- appropriate students and their matriculation at Fellowship Christian School.

Essential Functions:

- Greet prospective families, students and visitors when applicable
- Manage campus tours: Schedule tours; Conduct campus tours; assemble tour materials; set up tour table for group tours
- Write Thank You notes to all families choosing to tour the school
- Plan, coordinate and assist with Open Houses
- Assist marketing with the preparation of materials and hand-outs for Open Houses
- Enter inquiries and monitor prospective student data in admissions database
- Perform routine administrative duties such as record keeping, reporting, general correspondence, and assist with department mailings
- Inventory, order and purchase admission department items, inclusive of printed materials for distribution
- Assist marketing with the preparation of application packets; monitor and inventory materials and supplies; order when necessary
- Assist in gathering, organizing and filing student information, and data for review by the Admission Director
- Assist in reviewing applicant information and highlight any concerns to the Admission Director
- Assist prospective families daily with questions through email and phone calls
- Set up and coordinate the details of each Admission event
- Responsible for Coordination of Shadow Program
- Order and maintain inventory for shadow student gifts from Admissions
- Solicit nominations for selection of PALS (Peers as Leaders) at the elementary school for the Shadow Program
- Work with MS and HS principals to select shadow hosts based on similar interests, character and personality
- Provide instructions for PALs hosting to ES teachers and PALs parents
- Conduct shadow host training for MS & HS hosts prior to their host day
- Schedule all shadow visits, assign PALS and shadow hosts, and inform teachers of upcoming admissions visits
- Meet and greet students shadowing as they arrive at school
- Ensure each shadow leaves with a gift from Admissions at the end of their shadow day
- Follow up with those students and their families who took advantage of the Shadow Program
- Assist Director of Admissions with High School Ambassador program and training
- Arrange new student host/greeter on their first day/week of school
- Responsible for sending out new family/student emails to ES/MS/HS new family mentors
- Responsible for sending out new and withdrawn student emails to internal Fellowship contacts
- Maintain new student/family spreadsheet for each enrollment year
- Update and distribute New Family Information FAQ's document
- Order & distribute new student gifts from Admissions
- Assist with school-wide and community-wide events as needed

- Assist Enrollment Coordinator with scheduling interviews, updating applications, answering questions from prospective families and other duties as requested.
- Promote goodwill within the Fellowship Christian School community and in the local areas by representing the School at various events
- Send out monthly DE1111 reports to participating school districts

Additional Responsibilities:

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Director of Admissions

Qualifications:

- Bachelor's degree preferred
- Two years similar experience, preferably with direct experience in academic environment
- Be loyal and respectful to all those in authority
- Maintain a daily walk reflecting a personal relationship with Christ
- Must be able to work intuitively and independently as well as part of the Admissions Office team
- Strong organizational skills for multi-tasking and prioritizing responsibilities in fast paced environment
- Demonstrated writing, interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, families and other constituents of the School
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Solid working knowledge of Microsoft Office Suite, specifically, Word and Excel; the Internet; knowledge of Ren-Web Software Systems and financial aid procedures a plus
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Must have current state issued Driver's License
- Regular and consistent attendance and punctuality is required and as a condition of employment

Physical Qualifications:

- Standing/sitting for periods of time
- Must hear with accuracy to exchange information in person or on the telephone
- Use of hands and fingers for manipulation and using computer keyboard
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must use hands, arms, and fingers to reach for, grasp, feel and hold objects
- Regularly required to listen, physically direct, and speak
- Position requires mobility, including bending, lifting (up to 25 lbs.), pushing, walking, crouching, crawling
- Must be capable of sitting at a computer for extended periods of time, with repetitive movements of wrists, hands and fingers
- Must be capable of occasionally carrying and moving small objects

Working Environment:

- The work environment is usually moderately quiet
- Variations in noise level may occur with telephones ringing, personal interruptions, and background noise from activity in the Administrative Suite

- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- The work usually takes place in a clean, pleasant and comfortable office setting
- The employee may enter data into computer systems for lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.