

## **JOB DESCRIPTION**

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### **JOB TITLE**

Director of Admission and Enrollment Management

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### **REPORTING RELATIONSHIP**

The Director of Admission position reports directly to the Head of School.

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### **JOB PURPOSE**

The Director's purpose and calling is to identify, recruit and retain mission-appropriate families with children who have the highest capacity to be empowered, prepared, and inspired to faithfully serve as ambassadors for Christ.

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### **RELATIONSHIP WITHIN WCS**

The position requires extensive interface with the following areas on a regular basis:

- Head of School
  - Campus Principals
  - Faculty
  - CFO and Business Office employees
  - Director of College Counseling Center
  - Director of Communication and Marketing
  - Director of Fine Arts
  - Director of Athletics
  - Director of Advancement
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### **RESPONSIBILITIES**

- Faithfully oversee the recruitment and continuity of a mission-minded community who believes in the eternal sovereignty of God
- Responsible for maintaining the revenue stream of a tuition-driven school, overseeing all aspects of the application process for new families as well as the re-enrollment process for current families

- Professionally and relationally present Westminster Christian School to prospective families through email and phone inquiries, private tours, group tour events, and open house events
- Manage an Admission office staff in handling all inquiries, processing of applications, scheduling testing sessions, efficiently processing all document submissions, participating in family interviews on all three campuses, communicating all admission decisions personally, and providing supportive on-boarding to all students
- Manage financial aid requests for all new applicants
- Meet enrollment budget numbers each year with mission-appropriate students at each level maintaining retention numbers in the 95% plus range
- Provide in-depth analysis of enrollment trends to assist with budget decisions by the CFO, Head of School and Board of Trustees
- Provide regular and thorough reporting to the Board of Trustees, the Head of School and Campus Principals
- Represent Westminster Christian School at community events, private school admission events, admission conferences and other gatherings
- Maintain a close working relationship with all area churches
- Routinely attend and participate in weekly Chapel gatherings, classroom events, sporting and fine arts events

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### **KNOWLEDGE, EXPERIENCE and CAPABILITIES REQUIRED**

The ideal candidate will be a consummate professional, an effective communicator to all ages, possess a love, passion, and enthusiasm for the Westminster mission and vision, as well as demonstrating strong analytical abilities with numbers, reports and data.

The candidate should also possess an attention to detail in all matters, extraordinary organizational skills, an appreciation for workflow, an ability to motivate and exhort, an interest in long-term strategy and possess a love for the Lord which is apparent to all.

Because the first impression of Westminster is often made during contact with the Admission Office, it is vitally important that the Director's presence, voice and people skills exude warmth, service, and a commitment to Christian education.

The candidate should enjoy the role of a story-teller.

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## **REQUIREMENTS**

- Master's Degree (preferred)
  - Prior experience in education (either Administrative or classroom)
  - Prior Admission experience (preferred)
  - Ability to work under pressure and with deadlines
  - Strict adherence to confidentiality at all times
  - Public speaking
  - Team player
  - Outgoing, extroverted personality
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