



TITLE: Lower School Admissions Coordinator
DEPARTMENT: Admissions
WORK LOCATION: Taurel Building
POSITION STATUS: Part-Time

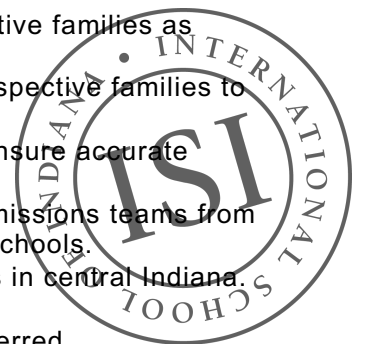
POSITION SUMMARY: The International School of Indiana is a private school with approximately 600 students from Pre-School (age 3) through 12th grade. The Lower School Admissions Coordinator supports the general student recruitment and re-enrollment efforts of the pre-elementary and elementary schools (age 3 to grade 5). The Coordinator will work collaboratively with internal and external constituencies to implement recruitment strategies for targeted age groups. The Coordinator reports to and works at the discretion of the Vice President of Enrollment Management and is a critical role on the Admissions team.

RESPONSIBILITIES: In partnership with VP of Enrollment Management and Admissions team, the LSAC will implement efforts to increase lower school enrollment. The LSAC will:

(Include but not limited to)

- Assist families from their initial contact with the school through enrollment.
- Initiate contact for calls, virtual and in-person meetings and tours, application completion, enrollment and matriculation.
- Timely follow-up with prospective families at each stage in the admissions cycle.
- Manage and participate in admissions events – virtually and on campus.
- Plan and execute admissions events – virtually and on campus.
- Represent Admissions team at recruitment events.
- Give tours and presentations to Lower School prospective families.
- May assist with Upper School prospective families as needed.
- Connect parent ambassadors with prospective families to encourage enrollment.
- Work with database administrator to ensure accurate recording of student enrollment data.
- Cooperate as appropriate with the Admissions teams from other local and regional independent schools.
- Manage relationships with Pre-schools in central Indiana.
- Other duties as assigned.
- Bachelor's Degree in related field preferred.
- Experience in secondary schools or higher education (preferably private, independent schools) admissions is a plus.
- Ability to speak Spanish, French or Mandarin is a plus.
- Excellent interpersonal, communication and presentation skills, both written and oral that transcend diverse audiences.

REQUIREMENTS:



- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
- Demonstrated organizational skills.
- Ability to work accurately and effectively with technology systems.
- Ability to communicate with school and community stakeholders effectively.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Must be highly motivated and solution oriented with a high degree of integrity, ethics, and dedication to the mission of the school.
- Alignment with the values of the International School of Indiana.
- Ability and availability to work an irregular schedule, evenings or Saturday as needed, additional hours during peak times or as required.

APPLICATION:

Please send letter of intent and resume to:
Mark Powers
Director of Human Resources
International School of Indiana
4330 N. Michigan Street
Indianapolis, IN 46208
Resumes@isind.org