



## Resurrection College Prep High School Job Description

Title: Admissions Coordinator

Relationship: Reports to the Director of Admissions; Works closely with the school administration, staff, students and parents; Works with the marketing department on admissions-specific marketing campaigns and concepts

Qualifications:

- Bachelor degree required
- Strong networking and cultivation skills
- Excellent written and verbal communication skills
- Customer service oriented
- Proficient with Microsoft Office and Google platform (Drive, Docs, Sheets, etc.)
- Experience with Raiser's Edge experience preferred
- Quick learner, goal oriented, strong organizational skills
- Alumna of Resurrection College Prep High School preferred
- Access to a vehicle required to attend admissions-specific events at prospective schools

Position Summary: Responsible for supporting the admissions program; encouraging prospective students to attend Resurrection College Prep; networking and recruiting of prospective grammar school students and parents through fairs, presentations, and other events; assisting in the execution of various admissions events at Resurrection; office support in mailings, data entry, and other tasks as needed. Oversee the student ambassador program to create a group of student advocates for the specific purposes of admissions. Outline the roles and responsibilities of a student ambassador and train them. This position is full-time with evening and weekend commitments required, primarily during the fall.

Responsibilities:

- Visit feeder schools to recruit prospective students to attend Resurrection through fairs, presentations, and other events
- Moderate the Student Ambassador program including managing volunteer hour requirements

- Oversee the Shadow Day program under the direction of the Director of Admissions to showcase the RES student experience
- Coordinate hospitality and logistics for admissions events at Resurrection
- Provide tours of Resurrection to prospective families
- Co-create, order and maintain stock of give-away/promotional items
- Organize and provide logistical oversight for open house events offered to prospective students and their parents
- Work with the Director of Admissions to develop new events for prospective students
- Attend RES events that involve prospective students like grammar school athletic events & tournaments
- Manage admissions data to ensure data integrity including but not limited to creating prospective student and parent records, track prospective student event attendance, and develop prospective student reports for targeted marketing communication efforts
- Attend meetings for the Recruiters Association and seminars sponsored by the Archdiocese of Chicago
- Contribute to the annual design and content for admissions-specific materials
- Oversee departments sponsored grammar school events
- Able to work evenings and weekends as needed
- Able to lift more than 30 pounds and stand for extended periods of time
- Other duties and responsibilities as assigned