



ADMISSIONS COORDINATOR

The Admissions Coordinator is responsible for cultivating relationships with prospective students and families through strategic planning and face to face interactions in a results driven environment. The primary goal of this position is to promote Mercy while providing exceptional hospitality to all prospective families.

Accountability: Supervised by the Director of Admissions & Marketing and evaluated on an annual basis

Member of: Admissions & Marketing Team

Responsibilities:

Faith and Mercy Community Affairs

- Upholds and models a moral code which is consistent with the teachings of the Catholic Church and the mission of the Sisters of Mercy
- Remains aware of and represents the mission of the Sisters of Mercy to the wider community
- Stays current with developments in Catholic education, Mercy's curriculum and student programs.
- Attends school events and is involved in the life of the school.

Primary Responsibilities:

- Promote Mercy programs to all prospective families
- Manage comprehensive shadowing program
- Lead Mercy Ambassadors program
- Manage prospective student database
- Coordinate and execute all grade school recruiting visits
- Attend high school fairs/events
- Collaborate with the Admissions & Marketing Team to plan and execute all prospective student events, including Open House, Hands On Mercy Experience, High School Placement Test, JagLife Freshman Orientation, Trivia Night, Summer Social, and Future Jaguar Nights
- Assist in the day to day operations of the Admissions & Marketing Office
- Attend weekly Admissions & Marketing Team Meetings
- Other duties as assigned by the Director of Admissions & Marketing and the Admissions Marketing Manager

Qualifications:

- Bachelor's Degree required
- Proficient in Excel/Google Sheets
- Strong written and verbal communication skills
- Comfortable learning new computer software
- Strong public speaking skills
- Calendar management and organization

Work Environment:

- Full time, 12 month contract
- 7:30 a.m. - 3:30 p.m. Monday through Friday
- Must be available to work occasional nights and weekends
- This position requires a valid drivers license and reliable transportation