



Providence Christian School of Texas

Position Title	Director of Admission
Reports To	Headmaster
Works Closely With	Advancement Teams, Heads of Lower and Middle School, Early Learners Team
Work Hours	7:30 a.m. – 4:00 p.m.
Work Calendar	Full Year
Vacation Designation	Three weeks

Position Summary: The Director of Admission oversees Providence’s admission process and supports the School’s mission through the recruitment and retention of a student and family body committed to our faith and values. This position is responsible for messaging the School to prospective parents through responses to inquiries, tours, and other events. The admission director guides parents from initial inquiry through enrollment in the school. The position requires discretion and discernment in ensuring that the student and parent body are aligned with the mission of the school. Duties include articulating and promoting the mission, vision, and identity of Providence, developing and implementing the long- and short-term recruitment and admission strategies, and assisting with various school events.

Qualifications:

- Bachelor’s degree or higher
- Demonstrated commitment to classical, Christian education
- Familiarity and knowledge of admission processes
- Excellent verbal and written communication skills
- Ability to speak before large and small groups in a variety of settings
- Strong conflict resolution skills
- Effectively manages time and priorities in the department
- Ability to maintain confidentiality
- Steeped in moral purpose, discernment, clarity, conviction, and integrity
- Ability to plan ahead and proactively solve problems
- Experience in supervising teachers and students in a testing/observation situation
- Ability to work on several tasks concurrently

Essential Functions:

- Oversee and direct the admission process, including
 - Parent inquiries
 - Admission Committee meetings
 - Online application
 - Annual Open House and other large-scale events
 - Management of the admission team
 - Assistance with re-enrollment through the school registrar
 - Marketing email and other communication with prospective parents
 - Selection and management of student ambassadors
 - Campus tours
 - Application review
 - Parent interview process
 - Data management
 - Communication of admission decisions
 - Test/observation of applicants
- Facilitate New Parent Orientation and Open House
- Oversee the Providence Partner program, matching new families with existing families
- Maintain relationships with area Admission Directors and pre-school directors
- Provide follow-up with parents and students who have expressed interest or who have applied to the School