



TITLE: Admissions Coordinator
REPORTING TO: Director of Admissions
STATUS: Non-Exempt
EMPLOYEE CLASSIFICATION: Full time
SALARY RANGE: \$18.00- \$20.00 Per Hour

SUMMARY

The Admissions Coordinator is an entry-level position that supports the Servite Admissions program, helping to identify and communicate the mission of Servite High School to prospective students and families.

Under the direction of the Director of Admissions and working in collaboration with the Admissions team, the Admissions Coordinator will support and assist in all aspects of the admissions process, including recruitment, application, registration, and enrollment.

Essential Responsibilities:

Participate in student admission and activities and events, assist parents with proper completion of forms; maintain related records and process paperwork; verify student information as necessary.

- Receive, properly respond to, or distribute incoming communication to the Admissions Office (via phone or email) under the direction of the Admissions Team
- Input prospective student and applicant information thoroughly and accurately into the admissions database promptly, while maintaining strict confidentiality, privacy, and security of student records and other sensitive information.
- Represent Servite to prospective students and families, other individuals, and organizations in one-on-one meetings and community events.
- Coordinate and contribute to the success of various student visit programs designed to recruit targeted prospective applicants to Servite (Shadow Days, Open House, classroom visits, interviews, and campus tours). These programs require significant collaboration with the Director of Admissions, Assistant Director of Admissions, and other departments and offices across campus
- Assist with the calendaring, planning of, and participation in all admissions events
- Assists with direct mail, telephone, and email follow-up with student prospects and applicants.
- Schedule and give tours to prospective students during peak season
- Help coordinate Ambassador Hosts (current Servite students) for Shadow Days
- Manage applicant relationships through full admissions process (from inquiry through acceptance and enrollment)
- Immediately communicate all prospective new transfers with the Counseling department
- Lead campus tours for prospective students and parents
- Develops and fosters relationships with students and parents through on-campus recruiting activities and events
- Plan and execute special projects as assigned to meet the department's goals and objectives.
- Other duties as assigned.

Knowledge and Skill Requirements:

- Strong computer skills with experience using software programs such as Google Suite, Microsoft Office Suite, Canva, and Adobe Creative Suite. Knowledge of CRM such as SchoolAdmin, Blackbaud, Aeries, and Salesforce, is desirable
- Dependable, highly organized, and very detail-oriented
- Experience in customer service
- Exceptional interpersonal, written, and verbal communication skills

Qualifications:

- Bachelor's degree preferred
- Enthusiasm for Catholic education and the mission of Servite High School
- Discretion in dealing with sensitive and confidential admissions issues
- Demonstrated ability to communicate effectively and positively with prospective students, parents, staff, administration, and other individuals in either individual and group settings, including public speaking skills
- Some nights and weekends will be required
- Must be able to drive to and from all assigned admissions events.

Physical Requirements:

Office Environment:

- Ability to sit at a desk for extended periods while using a computer.
- Frequent use of hands for typing, filing, and handling paperwork.
- Ability to read and comprehend written documents and reports.
- Occasional lifting and carrying of materials weighing up to 20 pounds.
- Ability to communicate clearly and effectively in person, over the phone, and via email.

Events:

- Ability to stand and walk for extended periods during events.
- Ability to set up and break down event materials, which may involve lifting, bending, and carrying items up to 30 pounds.
- Ability to move throughout the school campus and other event locations, which may include walking on uneven surfaces.
- Flexibility to work evenings and weekends as needed for events and admissions activities.
- Ability to transport materials and equipment to various locations within the school or offsite venues.

General:

- Must possess visual and auditory ability to respond to critical incidents and act in an emergency.
- Physical stamina to handle a fast-paced work environment and multitask effectively.

Please submit your resume and application to Janice Lampa at jlampa@servitehs.org

REASONABLE ACCOMMODATIONS. Servite will provide reasonable accommodations to qualified individuals with a disability to enable them to perform the essential functions of this job.