



Providence Christian School of Texas

Position Title	Enrollment and Admissions Coordinator
Reports To	Director of Admission
Work Hours	7:30 a.m. – 4:00 p.m.
Work Calendar	Full Year

Position Summary:

The Enrollment and Admissions Coordinator supports prospective families administratively from the point of inquiry through enrollment. This includes assisting the Director of Admission with tours, events, parent interviews, and meetings throughout the application and admissions process. This role also handles all student enrollments, re-enrollments, withdrawals, and tuition adjustments, ensuring the School's records remain up-to-date.

Qualifications, Skills, and Experience:

- Bachelor's degree
- Familiar with database and spreadsheet management
- Demonstrates a warm, welcoming, and professional demeanor
- Strong writing and communication skills
- Attentive to detail and highly organized

Essential Functions:

- Support the admission and application process with data management from the point of inquiry through enrollment
- Help manage scheduling, correspondence, and follow-up calls for the Director of Admission
- Assist in planning and hosting of tours, events, and interviews involving prospective families and students
- Coordinate all re-enrollment activity, including monitoring of class lists, attrition, and retention
- Manage/participate in the administration of all financial aid and scholarship programs
- Keep all physical student records in a safe and easily retrievable order and place
- Ensure the School's records and data remain accurate and up-to-date
- Manage supplies and proofing for ERB testing
- Maintain a high level of availability to keep new parent experiences positive
- Maintain the confidentiality of all meetings with the Headmaster, Director of Admission, and members of the Administrative Team
- Be loyal to the school and support its mission, core values, statement of faith, and leadership

- Perform all other school duties assigned by the Headmaster

Personal Qualities:

- Has a deep and abiding faith in Christ, demonstrated in a daily habit of prayer and time in Scripture
- Trustworthy and discreet
- Enjoys working with numbers and charts
- Friendly and hospitable
- Servant-hearted, with a can-do attitude
- Proactive and a good planner
- Hard-working
- Wise and discerning