



HAWAII BAPTIST ACADEMY

JOB DESCRIPTION

JOB TITLE: Admissions Specialist

OFFICE/CAMPUS: Admissions / Bento Campus

REPORTS TO: Director of Enrollment Management & Admissions

WORKS CLOSELY WITH: Assistant Director of Admissions

STATUS: 12 months, Exempt

SALARY RANGE: \$50,200-\$63,300

PRIMARY PURPOSE: Hawaii Baptist Academy is seeking a personable, organized, and mission-minded Admissions Officer to join our Enrollment Management and Admissions team. The Admissions Officer plays an important role in welcoming prospective students and families to the HBA community and guiding them through each stage of the admissions process. This position works closely with students, parents, faculty, administrators, and other members of the HBA community to ensure that applicants and their families receive a warm, responsive, and well-organized experience from initial inquiry through enrollment. The ideal candidate will demonstrate excellent communication and organizational skills, sound judgment, attention to detail, and a genuine commitment to supporting HBA's mission and the success of our students.

ESSENTIAL DUTIES/FUNCTIONS:

Admissions Operations & Process Coordination

- Support the Director of Enrollment Management in the effective administration of the K–12 admissions program, with primary responsibility for coordinating the admissions process for Elementary applicants.
- Manage and monitor Elementary applications, required documentation, admissions timelines, testing schedules, interviews, evaluations, and enrollment requirements to ensure that each applicant progresses through the process in a timely and organized manner.
- Maintain accurate and confidential applicant records and ensure that admissions information is complete and appropriately documented within the admissions system.
- Coordinate applicant visits, classroom observations, assessments, interviews, and evaluation activities with teachers, administrators, and other HBA personnel, ensuring that all participants have the necessary information and materials in advance.

- Prepare applicant information and materials for evaluation and admissions discussions. Ensure that faculty and administrators have the appropriate information needed to provide meaningful feedback to the Director of Enrollment Management & Admissions.
- Monitor admissions deadlines and follow up with families regarding outstanding requirements, ensuring that the admissions process remains on schedule.
- Assist in maintaining and improving admissions procedures, communication workflows, calendars, and systems to create an efficient and consistent experience for applicants and families.

Admissions Events & Applicant Experience

- Coordinate and implement admissions events and activities for Elementary applicants and families, including HAIS School Fair, HBA Admissions Open House, HBA Admissions testing days, HBA Admissions Interviews, evaluation activities, campus visits, and tours.
- Coordinate the logistics for Elementary admissions testing, including scheduling, room assignments, materials, student groupings, communication with faculty and staff, and follow-up.
- Coordinate and facilitate admissions evaluation conferences by preparing schedules, materials, applicant information, and communication for participating faculty and administrators.
- Coordinate campus tours and applicant visits, ensuring that prospective families receive a welcoming and informative introduction to HBA.
- Assist with planning and delivering presentations for prospective families and larger groups, including presentations for approximately 50–200 participants.
- Participate in and provide support for K–12 and school wide admissions events, including events that involve multiple campuses and grade levels.
- Represent HBA in a professional, welcoming, and mission-aligned manner at admissions events, community events, school fairs, and other outreach opportunities.

Family Communication & Enrollment Support

- Serve as a primary point of contact for prospective Elementary families, providing timely, accurate, and welcoming communication throughout the admissions process.
- Explain admissions requirements, timelines, testing procedures, interview expectations, enrollment steps, and other relevant information to prospective families.
- Communicate applicant status and next steps to families in accordance with established admissions procedures and under the direction of the Director of Enrollment Management & Admissions.
- Support the Director of Enrollment Management & Admissions in communicating admissions decisions to families and provide appropriate follow-up and guidance regarding next steps.
- Communicate with families whose children are not offered admission with professionalism, empathy, and discretion, helping families understand the process and providing appropriate information regarding next steps.

- Coordinate the enrollment and contract process for accepted students, including required documentation, deadlines, communications, and follow-up.
- Support the transition of newly enrolled students by coordinating visitation opportunities, orientation activities, and other new student programs.

Faculty & Administrative Coordination

- Serve as a key liaison between the Admissions Office and Elementary faculty and staff for applicant-related activities, helping to streamline communication and reduce the administrative demands placed on teachers and administrators.
- Coordinate schedules and logistics with teachers and administrators for applicant assessments, classroom visits, observations, interviews, and evaluation activities.
- Collect and organize faculty and administrator feedback for review by the Director of Enrollment Management & Admissions.
- Prepare materials and information for admissions meetings and decision-making discussions while recognizing that final admissions decisions are made by the Director of Enrollment Management & Admissions in consultation with appropriate faculty and administrators.
- Maintain appropriate confidentiality and discretion when handling applicant records, assessment results, family information, and admissions decisions.

Financial Aid, Marketing & School wide Support

- Serve as the Elementary campus representative on the Financial Aid Committee and assist with the administrative coordination of financial aid-related activities as assigned.
- Support the Director of Enrollment Management & Admissions in collaborating with the Marketing and Communications team on admissions materials, advertisements, brochures, videos, presentations, displays, and other resources that communicate HBA's academic programs, student experience, and Christian mission.
- Assist with the preparation of enrollment and admissions information used in communications with prospective families, current families, faculty, administrators, and school leadership.
- Support the Director of Enrollment Management & Admissions in providing accurate enrollment information and data for discussions with the HBA Senior Leadership Team, including enrollment projections, student counts, and related planning information.
- Collaborate with members of the Enrollment Management & Admissions team across K-12 to ensure consistency in admissions procedures, family communication, events, and applicant experience.
- Perform other duties as assigned in support of the goals and priorities of the Enrollment Management & Admissions Office and Hawaii Baptist Academy.

OTHER DUTIES/FUNCTIONS:

- Commitment to representing Hawaii Baptist Academy and the Enrollment Management & Admissions Office with professionalism, integrity, respect, and care.

- Ability to travel between HBA campuses as needed to support admissions activities, events, applicant evaluations, and other school wide initiatives. Reliable personal transportation is required.
- Demonstrated ability to communicate clearly, respectfully, and professionally with faculty, staff, administrators, prospective families, students, and members of the Enrollment Management & Admissions team.
- Ability to work collaboratively as part of a team, maintain positive working relationships, and contribute to a supportive and professional work environment.
- Demonstrated openness to feedback, direction, and constructive correction, with the ability to adjust practices and responsibilities as needed.
- Exercise sound judgment and discretion when handling confidential student, family, faculty, and admissions information.
- Ability to communicate information accurately and appropriately, particularly when working with sensitive admissions matters. Employees are expected to avoid speculation, gossip, or the sharing of unverified information and to direct questions or concerns to the appropriate supervisor.
- Ability to maintain professionalism and confidentiality when discussing applicants, families, faculty, staff, and school-related matters.
- Ability to manage multiple responsibilities, changing priorities, and time-sensitive deadlines while maintaining accuracy and attention to detail.
- Attend required scheduled meetings internally and externally

CORE VALUES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment and Software Use: Computer, tablets, mobile devices, telephone, copying machine, fax machine, calculator, MS Office. Familiar with or ability to learn Google docs/calendar forms, FinalSite, Senior Systems, and Naviance.

- Work Hours: 7:30am-4:00pm., Monday-Friday (8 hours/day). Some weekday overtime and Saturday work may be required.
- Mental Demands: High attention to detail, concentration, and alertness. Exercises good judgement, able to make sound decisions. Ability to handle multiple assignments with minimal supervision.
- Physical Requirements: Majority of the job is spent sitting in a confined position. Most of the work requires periodic visual/mental concentration on work demanding precise eye/hand coordination. Setting up for testing, interviews, and orientations may require moving small equipment (e.g. screen, computer) and supplies (e.g. displays, yearbooks, refreshments).
- Social Demands: Must be engaging, outgoing, people person

QUALIFICATIONS/REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his or her life; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message," the tenets of the Southern Baptist denomination. Active member of a local Southern Baptist church affiliated with the Hawaii Baptist Convention preferred.
- Knowledge, Skills and Abilities: Education background with classroom teaching experience, excellent verbal and written communication skills, and knowledge of school programs and policies. Ability to work with a variety of people; team player, ability to motivate others to reach their fullest potential.
- Education/Training: Bachelor's degree from an accredited university or college. Master's degree preferred.
- Experience: Three years teaching experience, or related work experience in an educational setting, Public Relations or administrative experience.