

Director of Admissions

The Director of Admissions will lead and manage all aspects of the admissions and enrollment activities with the Head of School and Principals. The Director of Admissions will interface with prospective student families in support of their decision to attend/select a school and will secure an application whenever possible. The Director of Admissions communicates the philosophy and features of the school and serves as an advocate for prospective students and ensures follow-up with each family according to their needs. The individual has acquired the requisite knowledge, skills and abilities necessary to achieve a high level of success in an admissions role. This individual will achieve the school's quantitative and qualitative goals and objectives in an accurate, professional, and Christian ethical manner.

Duties & Responsibilities:

- Conducts interviews with prospective student families. Evaluates the prospective student's needs, interests and qualifications while providing clear and concise information to help the prospective student family make an informed decision to attend or not attend the school. Presents information regarding the school's programs and tuition in a factual and ethical manner.
- Provides support to all individuals who may be a key stakeholder in the enrollment process.
- Coordinates tours to ensure the Head of School/Directors/Principals, plus key teachers will engage with the prospective family for an optimum tour experience.
- Assists prospective students through the admissions process from the initial call to the signing of the enrollment agreement.
- Assists with the preparation of complete admissions records and student files.
- Works diligently towards enrollment goals set by the Head of School.
- Maintains all applications and student enrollment in the student database system.
- Maintains compliance with all State, Accreditation and Department of Education Standards.
- Helps direct parents in answering parents of any school matter.
- Establishes and maintains communications with local area public and private high schools and outside agencies to develop a lead source for potential students and/or future placement contacts for our graduates.
- Assists with all or any administrative duties as set forth by the Head of School.
- Submits all reports in a complete, accurate and timely manner.
- Participate in all school-scheduled seminars, graduation ceremonies, and outside functions.
- Actively problem-solves and takes action to urgently address any shortfalls against enrollment targets.
- Manages enrollment database input, upkeep, and follow-through for all campus enrollment.
- Consistently operates within, and is measured with respect to, the school's mission and values.
- Partners with departments outside of Admissions including Finance, Marketing, and other Admissions Services professionals to ensure the delivery of a high level of service to every student's family.
- Collaborates with other campus administrative and instructional staff to ensure high-quality customer service before, during and after tours, as well as during the Admission Process.
- Performs outside community marketing as needed to ensure we have strong brand awareness in local markets and to generate incremental increases in lead flow.
- Upholds all school policies and procedures with integrity, ethical standards and Christian values.
- Actively participates in HAIS Admissions organization.

Skills/Knowledge/Competencies

- Intermediate computer skills - experience with Microsoft (WORD, Excel) required. Enrollment Database experience is helpful.
- Demonstrable organizational and time management skills.
- Possesses excellent verbal and written communication skills.
- Ability to achieve success individually and as part of a team in a highly structured, well defined work environment.
- Collaborates effectively across job types and levels in a positive manner.
- Possesses a thorough understanding of all applicable school systems and tools, and uses them effectively.
- Possesses a thorough and demonstrable level of knowledge of school programs and systems, with a demonstrated ability to match a prospective student's needs to the correct program fit.

Qualifications:

Education and Experience Minimum:

- College degree
- 1 - 3 years of successful admissions experience preferred
- Knowledge of private school culture
- Educator is a plus