



Job Description

Position Title: Admissions Coordinator

Purpose of Position

The Admissions Coordinator assists with the enrollment of mission appropriate students, their matriculation, and their retention at Des Moines Christian School. The Admissions Coordinator plays a key role in beginning relationships with new families and transitioning the family relationships to the respective departments.

Position Status:

- Full-time, calendar year
- Non-exempt, hourly

Reports To: Admissions Director

Direct Reports: None

Qualifications:

- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a personal relationship with Jesus Christ.
- Bachelor's degree preferred
- Working knowledge of Microsoft Office, G- Suite, email marketing platforms, and databases.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Characterized by integrity and maintains confidentiality.
- Utilizes critical thinking and strategic problem solving skills.
- Demonstrated commitment to excellent customer service.
- Manifests effective verbal and written communication skills.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Adapts communication style to suit different audiences.
- Demonstrated ability to manage multiple projects and/or priorities.
- Energized by accuracy and detail.
- Willing to work a flexible schedule as needed to assist with events.

Responsibilities:

Admissions Funnel Management

- Reviews application and applicant checklist in the Enrollment Management System (EMS). Follows up with parents to ensure all enrollment forms are accurate and complete.
- Assists Admissions Director with scheduling prospective family tours and interviews.
- Obtains student records from sending school as applicable for the student interviews.
- Assists the Admissions Director with ongoing communication with prospective families.

Admissions Events and Administrative Support

- Coordinates the new family ambassador program.
- Plans and executes new family events.
- Schedules and hosts shadow days for prospective students.
- Supports department heads with student orientation events.
- Updates contact information on student and parent records.
- Collaborates with Marketing to prepare promotional materials for admissions.
- Engages in ongoing professional development opportunities to learn new skills or improve current skills.
- Other duties as assigned by the Director of Admissions.