

## Admissions Coordinator Job Description

### Purpose of Position

The Admissions Coordinator assists with the enrollment of 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 transferring the family relationship to the respective schools.

### Position Status:

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

**Reports To:** Director of Admissions

**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 that are scheduled on evenings or weekends.

## **Responsibilities:**

### **Enrollment and Re-enrollment**

- Conveys mission, admission criteria, and the DMC portrait of a graduate to inquiring families.
- Reviews inquires and begins communications with prospective families.
  - Schedules and conducts family tours, articulating the value proposition of our early education, elementary, middle school, and high school programs.
  - Provides EMS (Enrollment Management System) access and technical support for prospective families.
  - Assigns enrollment checklist, including application, to families selected to pursue enrollment.
  - Schedules interviews with Heads of Schools,
  - Follows up with parents to ensure all enrollment forms are accurate and complete.
- Assists the Director of Admissions with ongoing communication with prospective families.
- Notifies the departments when a student is fully enrolled.
- After the school year begins, update students in the wait pool.
- Supports annual student re-enrollment

### **Admissions Events and Administrative Support**

- Leads the parent ambassador program.
- Admissions Events
  - Plans and executes student shadow days and new family events.
  - Collaborates with the Heads of Schools to assign student ambassadors and support new student events.
  - Orders and manages branded merchandise for admissions events and gifts
- Administrative Support
  - Updates contact information on student and parent records.
  - Maintains email list for current families in Constant Contact.
  - Collaborates with DMC accounting to balance enrollment numbers and coordinate the application process for needs-based tuition assistance.
  - Generates and distributes admissions reports as requested.
  - Maintains documentation on admissions procedures and admissions events.
- Collaborates with Marketing to prepare promotional materials for admissions.
- Supports other Advancement events including but not limited to the True Blue Gala and the Annual Golf Classic.
- Engages in ongoing professional development opportunities to learn new skills or improve current skills.
- Back-up for the Director of Admissions.
- Other duties as assigned by the Director of Admissions.

