



Job Description

Position Title: Admissions Assistant (Temporary Position)

Purpose of Position

The Admissions Assistant advances the mission of Des Moines Christian School by assisting the Admissions Director with student enrollment.

Position Status:

- Temporary, part-time
- Non-exempt

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 ability to work collaboratively with other departments and volunteers.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to manage multiple projects and/or priorities.
- Willing to work a flexible schedule as needed to assist with events.
- Demonstrated commitment to excellent customer service.

Responsibilities:

Admissions Funnel Management

- Verifies applicant information is accurate.
- Assists with scheduling prospective family tours and interviews.
- Reviews applicant checklist and follows up with parents to ensure all enrollment forms are completed.
- Distributes enrollment reports.

Admissions Events and Administrative Support

- Assists with the planning of and attends new student/parent events.
- Assists with new student onboarding correspondence and welcome gifts.
- Connects new families to ambassador families.
- All other duties as assigned.