Position Title:  **Admission and Enrollment Coordinator - Admissions Office**

Last Updated: August 1, 2019

Reports To: Director of Admissions

Status: Non-Exempt-Salary Permanent Full-time

Schedule: Calendar Year: 40 hours per week, hours as assigned

Monday through Friday

Benefits: Full benefit eligibility

Summary Description:

The Admission and Enrollment Coordinator is an integral member of the Admissions Office responsible for overseeing the general coordination of all admissions and enrollment office functions along with assisting in the recruitment, retention and matriculation of mission appropriate students at Fellowship Christian School.

Essential Functions:

* Greet prospective families, students and visitors when applicable
* Serve as first point of contact for Admission Team
* Responsible for daily office operations, including phone, voice mail, and email, answering questions and referring people to the appropriate staff in Admissions
* Update/configure all online inquiry forms
  + edit all information and checklists
  + update status of inquiry record for students applying
* Provide monthly inquiry reports and updates for monthly Board presentations
* Update/configure and create all online application packets
  + edit all information
  + work with administration to add any required information
* Organize and file student information, and gather data for review by Admission Director
* Request missing information from applicant considered for admission
* Communicate with families of applicants as to status of application
* Review applicant information and highlight any concerns to the Admission Director
* Coordinate prospective students (and their parents) schedules with principals, and the Admissions Director, and the Head of School, when available, relative to scheduling an interview as part of acceptance process
* Confirm all interviews with appropriate parties on all calendars through calendar invites
* Prepare acceptance letters for new students; e mail applicant letters of acceptance with all enrollment instructions
* Provide weekly Enrollment Updates for Leadership Team meetings
* Update/configure, create and maintain all on-line enrollment and re-enrollment
  + report enrollment/re-enrollment to relevant staff/faculty, share information on Google Drive
  + create lists/rosters/reports for various departments as needed
  + work with business office and registrar for withdrawal of enrolled students.
  + complete and distribute withdrawal forms for signatures for students leaving the school
  + inform relevant faculty/staff when new students enroll or current students withdraw
  + Keep records and report new and withdrawing students to each surrounding county monthly (form DE1111)
* Enable new student enrollment into Ren-Web Software Systems database
* Assist with database maintenance, and manipulating data and running appropriate reports
* Maintain list of GOAL eligible families and advise Business Office on a weekly basis
* Maintain list of new students and work with Business Office (Accounts Receivable Staff)
* Coordinate with the Educational Support Specialist, and Admissions Director when student has specific diagnosed learning needs
* Assist with the New Family Mentor program by sending informational emails to newly enrolled families
* Compile roster of new students enrolled on an on-going basis and keep those family mentors apprised
* Monitor student data in admission database
* Assist with the scheduling of weekly tours and open houses
* Provide campus tours if necessary
* Plan, coordinate and assist with Open Houses
* Assist with the preparation of materials and hand-outs for Open Houses; provide general information about the School and the Admission process
* Set up and coordinate the details of each Admission event
* Assist with school-wide events as needed
* Perform routine administrative duties such as filing, record keeping, reporting, general correspondence, and assist with department mailings
* Monitor the inventory of all admission supplies to ensure their availability when needed

Additional Responsibilities:

* Have a personal relationship with Jesus Christ
* Sign the Fellowship Christian School Statement of Faith
* Acknowledge and understand Fellowship Christian School’s Mission Statement
* Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
* Wear proper attire, consistent with school’s dress code at all times and to maintain positive attitude and appearance in accordance with school standards
* Must maintain high level of personal hygiene and cleanliness at all times
* Report inappropriate behavior to School Administration in order to maintain a safe learning environment
* Make a constructive effort to protect all students from conduct detriment to learning, health or safety
* Abide by and comply with all school policies and regulations
* Other duties as requested or assigned per the Director of Admissions

Qualifications:

* High School diploma; advanced degree preferred
* Five years similar experience, preferably with direct experience in academic environment
* Be loyal and respectful to all those in authority
* Maintain a daily walk reflecting a personal relationship with Christ
* Must be able to work intuitively and independently as well as part of the Admissions Office team
* Strong organizational skills for multi-tasking and prioritizing responsibilities in fast paced environment
* Demonstrated writing, interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, families and other constituents of the School
* Must have the ability to work in a school environment by successfully passing the school mandated background check process
* Solid working knowledge of Microsoft Office Suite, specifically, Word and Excel; the Internet; knowledge of Ren-Web Software Systems and financial aid procedures a plus
* Positive appearance, attitude and presentation with a strict sense of confidentiality
* Must have current state issued Driver’s License
* Regular and consistent attendance and punctuality is required and as a condition of employment

Physical Qualifications:

* Standing/sitting for periods of time
* Must hear with accuracy to exchange information in person or on the telephone
* Use of hands and fingers for manipulation and using computer keyboard
* Specific vision abilities required include close vision, distance vision, color vision and depth perception
* Must use hands, arms, and fingers to reach for, grasp, feel and manipulate objects
* Regularly required to listen, physically direct, and speak
* Position requires mobility, including bending, lifting (up to 25 lbs.), pushing, walking, crouching, crawling
* Must be capable of sitting at a computer for extended periods of time, with repetitive movements of wrists, hands and fingers
* Must be capable of occasionally carrying and moving small objects

Working Environment:

* The work environment is usually moderately quiet
* Variations in noise level may occur with telephones ringing, personal interruptions, and background noise from activity in the Administrative Suite
* The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
* The work usually takes place in a clean, pleasant and comfortable office setting
* The employee may spend long hours in intense concentration
* The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.