Admissions Coordinator

Job Description

The Admission Coordinator supports the administration of the admission process for both preschool and K-8 applicants manage the admission database and provides support to the Director of Admission & School Operations in all aspects of recruitment, admission, enrollment and financial aid. The Admission Coordinator is the main point of contact for families navigating the admissions and enrollment processes, assists with enhancing Community Day School's presence in the community, and engaging prospective families and potential partners through outreach and collaboration with marketing activities.

Responsibilities:

- Answers application and enrollment inquiries for the Admission Office.
- Discusses school programs in depth with inquiring families or potential partners.
- Maintains online admission calendar, coordinates applicant tours and shadow days.
- Assists families to navigate the admission process following tours and shadow days.
- Tracks progress of incoming application/enrollment materials from new students entering the school, and requests missing information.
- Participates in the re-enrollment process of current students, tracks progress and follows-up with families, addresses questions, and facilitates completion of packets.
- Organizes, manages and inputs information into databases.
- Assists with financial aid administration, as needed.
- Composes and manages correspondence.
- Coordinates, organizes and prepares for Admission Office events.
- Provides internal administrative and organizational support for Admissions office.
- Manages Online Inquiry/Application/Enrollment interfaces in FACTS SIS
- Produces queries, reports, lists needed by CDS Administration
- Provides front office coverage, routinely as needed, and acts as back-up for Parent Account Management, as needed.
- Performs other work-related duties as assigned by Director of Admission & School Operations.

Position Qualifications:

- Associate Degree with a minimum of 3 years relevant experience required. Bachelor's Degree preferred. Equivalent combination of education and experience may be substituted for educational requirements.
- Experience working in the education and/or not-for-profit sector is preferred.

- Strong collaborator within a team environment.

Additional Skill Requirements:

- Ability to manage multiple projects at a time;
- Strong oral and written communication skills, including the ability to edit and revise existing copy;
- Excellent customer service skills, including the ability to converse comfortably with donors and lay leaders, coworkers, clients and other members of the public;
- Strong organizational skills and the ability to meet tight deadlines in fast-paced environment;
- Physically able to perform assigned duties with or without accommodation;
- Ability to work periodic evenings and occasional weekends as necessary;

Technology Qualifications:

- Excellent computer skills in word processing, and proof reading;
- Proficient in Microsoft Office Suite and data base management;
- Experience working in a Google environment preferred.

This position is a minimum of 20 hours with the potential for future expansion.
Job Type: Part-time