

# PROVIDENCE CHRISTIAN ACADEMY

## JOB DESCRIPTION

**TITLE:** Admissions Coordinator

**EFFECTIVE TERM DATES:** Part-time, Temporary

### **I. SUMMARY**

This position's primary focus and responsibility are to help recruit and retain covenant Christian families for Providence through strategic relationship building with prospective, current, and alumni families. This role also assists prospective families through the admissions process, and supports the admissions team with enrollment and recruitment.

### **II. MINIMUM QUALIFICATIONS - EDUCATION / EXPERIENCE REQUIREMENTS**

- High School Diploma required.
- PC proficient, including, but not limited to, Excel, Word, and Veracross
- Typing skills and word processing skills required
- Public relations skills that would promote positive relationships by using effective written, verbal and non-verbal communication skills.

### **III. FUNCTIONAL COMPETENCIES / JOB DUTIES**

- Meet with prospective families
- Help build and support the Parent Ambassador program
- Help conduct recruiting activities and events
- Initiate and connect families to official enrollment process
- Support families through the enrollment process
- Build and manage a prospect pipeline
- Help conduct recruiting meetings with recruitment team
- Identify and create strong relationships with feeder schools

### **IV. PROVIDENCE COMPETENCIES**

- Maintains a growing relationship with Jesus and is actively involved in a local church.
- Demonstrates knowledge of the Providence Employee Handbook.
- Demonstrates unquestionable professionalism, impeccable integrity, and enthusiastic hard work with all customers (coworkers, students, families, visitors, etc.)
- Performs other duties and responsibilities as required.
- Commitment to continual professional development.
- Enthusiastic commitment to the mission of the school.
- Cultivate a partnering relationship with parents and coworkers.

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The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by the personnel so classified.