

JOB DESCRIPTION: ADMISSIONS COORDINATOR

Location: Garces Memorial

Reports To: Director of Admissions

Employment Type: Part-Time Hourly

FLSA Status: Non-Exempt

Job Summary: The Admissions Coordinator is responsible for managing the admissions process for prospective students at Garces Memorial High School. This role involves promoting the school's mission, facilitating a welcoming and informative experience for families, and ensuring a smooth application process.

Key Responsibilities:

Admissions Management:

- Assist in the admissions process from initial inquiry to enrollment, ensuring all steps are completed efficiently.
- Conduct interviews and assessments with prospective students and their families.
- Practice prompt and regular communication with prospective families.

Outreach and Engagement:

- Develop and implement recruitment strategies to attract diverse student populations.
- Assist the Director of Admissions in organizing and running open houses, school tours, shadow days, placement testing and all other outreach and admissions events to showcase the school's programs and values.

Data Management:

- Maintain accurate records of applicants and admissions data, ensuring compliance with school policies and regulations.
- Help prepare regular reports on admissions statistics and trends for school leadership.
- Coordinate with the financial team on financial aid applications.

Team Collaboration:

- Work closely with faculty, administration, and staff to ensure a cohesive approach to recruitment and student support.
- Participate in strategic planning sessions to enhance the admissions process and student retention.

Parent and Student Support:

- Provide guidance to families throughout the admissions process, addressing any questions or concerns.
- Follow up with prospective families regularly.
- Support new families in their transition to the school community.

Qualifications:

- Bachelor's degree in education, communications, marketing, or a related field preferred.
- Previous experience in admissions, student services, or a related role, ideally in a Catholic educational setting.
- Strong understanding of Catholic values and the mission of Catholic education.
- Excellent interpersonal and communication skills, with the ability to connect with diverse audiences.
- Proficient in Microsoft Office Suite, Excel and experience with admissions software is a plus.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Some flexibility in schedule when needed to work evening or weekend events.