

ADMISSIONS COORDINATOR

Location: Garces Memorial High School

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 families 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.
 - Schedule meetings with the director and or principal for families when needed.
 - Schedule and manage interviews and placement tests for incoming freshman and Presidential Scholarship applicants
 - Schedule meetings with transfer families with our principal and counselors
- **Outreach and Engagement:**
 - Assist the Director in developing and implementing recruitment strategies to attract diverse student populations.
 - Assist with open houses, school tours, and admissions events
 - Assist in scheduling shadow days.
- **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.
- **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.
 - 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 customer service, admissions, student services, or a related role, ideally in a Catholic educational setting.
- Strong understanding of Catholic values and the mission of Catholic education.
- Bilingual (English/Spanish) preferred
- Excellent interpersonal and communication skills, with the ability to connect with diverse audiences.
- Proficient in Excel and Microsoft Office Suite and experience with admissions software is a plus.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.

Application Process:

Interested candidates should submit the following:

- Cover letter
- Resume
- References

Send application materials to: Noel Leon (Principal) at nleon@garces.org