

Admissions Director

Job Description:

The Admissions Director is responsible for all aspects of the admissions process. The director must ensure that Medina Christian Academy's vision and mission are clearly communicated to the surrounding community. The Director of Admissions oversees all aspects of admissions, recruitment, and financial aid and will direct the admissions process from inquiry through enrollment. The Director will lead a collaborative effort to develop and implement both short-term and long-term recruitment strategies to ensure Medina Christian Academy meets enrollment goals. The ideal candidate will be a data-driven decision-maker, an experienced admission and financial aid professional, and a creative leader in admission, recruitment, and retention. The Director should be a team player who has a warm collaborative nature, positive energy, sense of humor, possesses superior organization and prioritization skills, and is self-motivated in the completion of his/her work. She/he will have exceptional communication and interpersonal skills including outstanding writing and public speaking skills and the ability to interact comfortably with a variety of people. This person will have genuine empathy for prospective families and an awareness of the needs and sensitivities of parents, students, faculty, staff, and administrators and ultimately be able to manage expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic.

Responsibilities:

1. **Recruit:** Yearly recruitment events to market both internally and externally, locally, and regionally. Educate and establish trust with applicant families to convert interest into an application. Ensure that your current families are educated, informed, and satisfied with their school experience.
2. Inspire the community to actively participate in admissions events including; individual and group tours, student shadow visits, curricular information sessions, student observations/testing/interview, parent to parent connections, and individual family conversations.
3. Organizes and coordinates the annual Open House for prospective students and their parents.
4. Establish and maintain positive relationships with area educational constituencies including area schools, preschools, consultants, admissions directors, and organizations and create networking opportunities.
5. Oversee and participate in the development of admissions materials, events and marketing practices.
6. Collaborate with Advancement Director for marketing insight.
7. Coordinate systematic and efficient handling of applications and communications with parents of student applicants so that the process supports and honors the student and their family
8. Manage parent and student expectations and deliver admissions decisions in a manner that is honest, caring, and diplomatic
9. Lead and develop a communications plan with prospective families to move them from inquiry to enrollment.
10. Lead retention efforts with level principals.
11. Develop a detailed one to the three-year marketing plan to target, nurture, enroll and keep mission-appropriate students.

12. **Assess:** All applicants complete an online application, interview, and assessment. The assessment process is designed to enable applicants to demonstrate their academic and co-curricular strengths in coordination with the administration.
13. **Admission works in partnership with academics and finance to meet enrollment targets and ensure stable class and grade sizes.**
14. **Report:** Prepare monthly reports that include enrollment goals and accomplishments to the administration.
15. **Retain:** To ensure retention coordination with the enrollment team. Assist current families with continuous enrollment.
16. **Train:** Our Student Ambassadors program and Parent Ambassador programs are instrumental in welcoming and integrating new families into our school community. Identify, train and lead and sustain these volunteer groups.
17. **Assess:** All applicants complete an online application, interview, and assessment. The assessment process is designed to enable applicants to demonstrate their academic and co-curricular strengths.
18. **Recommend, process, and prepare all scholarship applications and provide necessary documentation monthly**
19. **Maintain and update student permanent files as needed**
20. **Collect and maintain family exit data and provide transfer schools with student records**
21. **Administrative assistant duties as needed**
22. **Other duties as assigned**

Requirements:

- **Be deeply committed to a consistent daily walk with Jesus Christ.**
- **Spend time daily in personal devotions and prayer.**
- **Show in his/her life the joy of the Christian life.**
- **Strong commitment to Christian education**
- **Bachelor's degree in an education-related field preferred.**
- **Passion for supporting the mission of Medina Christian Academy**
- **Effective interpersonal, organizational, and managerial skills**
- **Accurate and concise written and spoken communication skills**
- **Creative energy, flexibility, warmth, and sense of humor**
- **Ability to work on a team**
- **Experience and comfort working with a diverse community of prospective families**
- **Knowledge of admissions, marketing, and financial aid programs**