



Admissions Coordinator Job Description

Purpose of Position

The Admissions Coordinator communicates Des Moines Christian School's mission, admissions criteria, and the portrait of a graduate to prospective families. This position is responsible for managing day-to-day admissions operations to ensure a well-organized new student enrollment process. The Admissions Coordinator plays an important role in creating a welcoming, informative, and seamless experience for prospective and new families, helping them feel connected and supported. Additionally, this position plays a crucial role in coordinating and executing admissions events.

Position Status:

- Full-time, calendar year
- Non-exempt, hourly

Reports To: Admissions Director

Direct Reports: None

Qualifications:

- Bachelor's degree preferred
- Working knowledge of Microsoft Office, G- Suite, email marketing platforms, and databases.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian Schools Statement of Faith.
- In agreement with the Des Moines Christian Schools Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Characterized by integrity and maintains confidentiality.
- Utilizes critical thinking and strategic problem solving skills.
- Demonstrated commitment to excellent customer service.
- Demonstrates effective verbal and written communication skills.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Adapts communication style to suit different audiences.
- Demonstrated ability to manage multiple projects and/or priorities.
- Energized by accuracy and detail.
- Willing to work a flexible schedule as needed to assist with events.

Responsibilities:

Admissions Funnel Management

- Conveys mission, admissions criteria, and the DMC portrait of a graduate to inquiring families.
- Greets and assists guests, parents, and staff in a warm, professional, and attentive manner, reflecting the values of the school through their interactions.
- Reviews application and applicant checklist in the Enrollment Management System (EMS).
- Follows up with parents to ensure all enrollment forms and checklist items are complete.
- Leads prospective family tours.
- Assists the Director of Admissions with ongoing communication with prospective families.
- Hosts shadow days for all prospective high school and middle school students.



Admissions Events and Administrative Support

- Coordinates the ambassador program for new families.
- Leads high school student ambassador program made up of students selected through the high school Lead application process. Plans and executes monthly student meetings and coordinates student volunteers for events.
- Supports department heads with student orientation events and new family events.
- Supports and attends other Advancement events including but not limited to the True Blue Gala and the Annual Golf Classic.
- Engages in ongoing professional development opportunities to learn new skills or improve current skills.
- Other duties as assigned by the Director of Admissions.