



Admissions Assistant Job Description

Purpose of Position

The Des Moines Christian School (DMC) Admissions Assistant provides administrative support to the Admissions Team and helps communicate DMC's mission, admissions criteria, and the portrait of a graduate to prospective families as needed. The Admissions Assistant plays an important role in creating a welcoming, informative, and seamless experience for prospective and new families, helping them feel connected and supported throughout the enrollment process. Additionally, this role supports the coordination and execution of admissions events.

Position Status:

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

Reports To: Director of Admissions

Direct Reports: None

Qualifications:

- AA or BA/BS is preferred.
- Working knowledge of Microsoft Office and/or G- Suite, email marketing platforms, and databases.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School 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."*
- Exemplifies integrity and maintains confidentiality.
- Committed to excellent customer service with warmth and professionalism.
- Communicates clearly both in person and in writing.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Applies resourceful problem-solving skills and sound judgment.
- Learns and adapts to new software programs with ease.
- Energized by accuracy and detail.
- Willing to work a flexible schedule as needed to assist with events.

Responsibilities:

Admissions Funnel Management

- Serves as the first point of contact for prospective families via phone or email, providing a warm and professional experience that reflects the values of DMC.
- Processes prospective student inquiries and maintains accurate records.
- Schedules tours, interviews, shadow days, and student assessments.
- Leads prospective family tours, providing an informative and welcoming experience that highlights the school's mission and culture.
- Obtains student records from sending schools as applicable.
- Sends reference forms and documents responses in the Enrollment Management System (EMS). Follows

up with families to ensure completion of required documents and checklist items, supporting a seamless enrollment process.

- Coordinates mailings and communications to newly accepted students and student ambassadors.

Events and Administrative Support

- Supports the execution of all Admissions events for new families, including:
 - Scheduling and coordinating with the DMC Facilities team
 - Purchasing event supplies
 - Coordinating and communicating with volunteers
 - Creating JotForms and monitoring RSVPs
- Maintains accurate and current contact information for students and parents.
- Updates the Admissions Calendar
- Assists with updating meeting agendas and event documents
- 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.