



Admissions Coordinator

Purpose: The Admissions Coordinator is often the face of Rehoboth in terms of the Admissions process. The Admissions Coordinator is responsible for managing the admissions process for potential parents and assisting the Director of Community Life. Managing the process includes guiding potential parents through the admission process, communicating with parents the admission and enrollment details. In addition, the Admissions Coordinator provides parents with tuition assistance information, administers scholarships and delivers tuition contract information and assists with student recruitment.

Reports to: Director of Community Life

Terms of Employment: Part-Time/20 hrs

- This position is not responsible for supervising any staff positions
- Have ability to be flexible with hours especially during the high admission season (March-August)

Qualifications/Skills

- Associates or bachelors degree or 3 years of relevant administrative experience
- Committed to Christian education, the vision, and mission of Rehoboth Christian School
- Interacts with people in a professional and courteous manner
- Excellent customer service and able to multitask
- Strong organizational skills with high attention to detail
- Ability to work independently with strong time-management skills
- A people person
- Ability to learn Renweb extensively, the Student Information System (SIS) software program
- Possess an intermediate level or higher in computer skills
- A Native American and a parent, former parent, or alumni preferred

Responsibilities:

1. Admission/Enrollment

- Manage admissions process from the point of inquiry through enrollment
- Manage withdrawal process by providing withdrawal form, transcript/report request, and final tuition bill
- Keep accurate and detailed student records from year to year of all inquiries and follow-up communication through the SIS database system (Renweb)
- Communicate admission decisions to applicants as well as the distribution of information to new students and parents of school
- Coordinate all re-enrollment activities with constant monitoring of attrition and retention
- Provide enrollment and disenrollment information to Administrators
- Provide, prepare, and maintain statistics regarding enrolled students on key dates (e.g. 40 days). Produce detailed statistical reports for the administration.

- Coordinate interviews and testing for new students and parents; this position occasionally will be interviewing prospective students and providing input to administrators of student and parent interviews
- Coordinate the process with the administration assistants of the Admin Building and the schools.
- Schedule and provide campus/school tours
- Maintain data of families within the SIS database system (Renweb)
- Coordinate the processing of all transcript requests

2. Student Recruitment & Marketing

- Assist in developing and implementing a marketing plan for student recruitment to meet enrollment goals
- Assist in updating the development, publication, and distribution of recruitment and enrollment materials for admission process
- Assist with organizing events on campus, in local churches, community events that encourage participation and investment in Rehoboth's mission and ministry.
- Assist with keeping appropriate communication with new and current families within the first quarter to discern their attitude and response to their new school
- Assist to arrange advertising with local and reservation entities with various media outlets

3. Tuition and Tuition Assistance

- Meet with parents/guardians regarding tuition assistance available including providing tuition quotes
- Inform parents of decisions made from additional tuition assistance and scholarship in a timely manner
- Manage donor scholarship application process and awards

4. Miscellaneous

- Serve as back-up receptionist when front office is absent or on break