

NCA JOB DESCRIPTION

TITLE: Director of Admissions

STATUS: Part-Time

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: Bachelor's degree and familiarity with school admissions processing and/or marketing experience.

LANGUAGE SKILLS: Ability to read and comprehend simple to complex instructions, correspondence, and memos. Ability to communicate clearly and effectively with parents, staff and vendors both verbally and in written form. Ability to present information clearly to groups such as Board Members, prospective families, churches, etc.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, but specifically in relation to monetary figures. Ability to compute rate, ratio and percentage as well as computations involving basic algebra.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to maintain confidentiality in regards to student records, student and/or family issues and school status. Ability to use appropriate measures to solve problems that may arise with students, parents, faculty, staff and outside entities.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle and feel; reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate.

CERTIFICATIONS/LICENSES: N/A

REPORTS TO: Headmaster

SPECIFIC DUTIES:

- Plans and implements a comprehensive admission program including admission events, student visits, and orientations for prospective/new families
- Demonstrates professionalism in personal appearance, conduct, communication skills, demeanor, and work habits
- Positively and professionally represents the school to the community at large
- Conducts preregistration for current families
- Prepares admission material and maintains the admission section of the school's website
- Communicates effectively with the faculty and staff and keeps them informed of upcoming outreach activities, open houses, family visits and tours, etc.
- Works closely with the Development Director to effectively identify and attract new families
- Provides prompt and effective professional follow-up to ESC visits
- Prepares and maintains appropriate documents to track every prospect until enrolled or prospective family severs relationship with NCA
- Prepares and explains tuition quotes, tuition insurance, activity fees, uniforms, etc.
- Has a thorough knowledge of "Step-Up", financial assistance, etc. and assists the families as appropriate through the steps for qualification and awards
- Provides reports as needed for the Headmaster
- Monitors collection of Tuition Insurance
- Assists the families through each step of the admissions process
- Partners with families to establish their payment plans and accounts in FACTS
- Other duties as assigned