



# LOGANVILLE CHRISTIAN ACADEMY ADMISSIONS AND ENROLLMENT COORDINATOR

## **QUALIFICATIONS**

### *Personal*

- Evidence of Health: physical, emotional, spiritual
- Gracious, courteous, friendly, likeable
- Strong communication skills; both verbal and written
- A spirit of diligence, responsibility, promptness, organization and attention to detail
- Self-motivated; strong work ethic
- Commitment to ongoing personal and professional growth
- Ability to maintain confidentiality
- A good sense of humor
- Team-player
- Handles multiple tasks at once without being visibly frustrated

### *Spiritual*

- Loves Jesus and is in pursuit of a deep relationship with Him daily
- Actively involved in a body of believers
- Strong knowledge of scripture
- Aligns with the school's statement of faith, mission and core values
- If applicable, an exemplary spouse and parent

### *Professional*

- High School diploma minimal; college degree preferred
- Maintains necessary professional certification
- Knowledge of RenWeb preferable but not required
- Proficiency with the Microsoft Office platform is required. This includes Word, Excel, Prezi, Access, Publisher, and Outlook
- Proofreading skills
- Proficiency in creating and updating PDF documents is required. Common applications include Adobe Acrobat, Adobe Reader, and Foxit Reader
- Proficiency in navigating and using resources on the internet is required. This includes searches, clipping, proper referencing, and publishing
- Evidence of a willingness to continue to grow professionally
- Ability to forge healthy, appropriate relationships with students
- Strong leader and capable of building a healthy team around him/her
- Inspires/expects/demonstrates excellence
- Inspires the confidence of parents
- Exercises wise judgment
- Operates necessary office machinery

## **RESPONSIBLE TO**

Director of Admissions

## **POSITION TERMS**

12-month employee

### *Hours*

School Year: 7:30AM-3:30PM (7:15 Tues & Thurs for staff devotions)

Summer: Monday 8AM-2PM Tues.-Thurs. 8AM-3PM, Friday – 8AM-noon

## **RESPONSIBILITIES**

### *General*

1. Maintain a well-organized and attractive office
2. Maintain calendar events and facility requests; schedule needed appointments and tours
3. Maintain proficiency in Microsoft Word, Excel, Outlook, Prezi, Publisher and RenWeb. Maintain training to stay abreast of changes
4. Manage and maintain student records
5. Assist AA's where needed

### *Support to the Director of Admissions/Registrar*

1. Assist the Admissions Director in the admissions process.
  - a. Manage the online application in RenWeb
  - b. Process supplemental forms and communicate with prospective families
  - c. Coordinate and schedule testing if necessary
  - d. Schedule parent interview and prepare files for Administration
  - e. Send acceptance/denial letters
  - f. Send acceptance email and process enrollment packets in RenWeb
2. Assist in processing new students
  - a. Edit and maintain new student information in RenWeb and update appropriate spreadsheets
  - b. Create new permanent folder for each student
  - c. Check for all required paperwork and contact family requesting missing documentation
  - d. Prepare new family packets and maintain inventory of new student t-shirts
  - e. New family communications throughout summer
  - f. Connecting new families with Welcome Committee
  - g. Connecting new students with Admissions Hosts
3. Assist with Tours
  - a. Conduct tours when necessary
  - b. Print and maintain inserts for informational packet
  - c. Send follow up letters
  - d. Record prospective family information in RenWeb Inquiry database
4. Assist with student shadow opportunities
  - a. Coordinate with families, teachers, and hosts
  - b. Gather feedback from teachers
  - c. Follow up with prospects
5. Assist with student permanent records
  - a. File student documents including SAT/ACT scores
  - b. Keep alumni and withdrawn files organized
  - c. Progress files to next grade at end of school year
6. Assist with student withdrawals
  - a. Update status in RenWeb and master re-enrollment spreadsheet
  - b. Collect withdrawal forms
  - c. Make copies of records and prepare to mail
  - d. Communicate with family regarding withdrawal records
  - e. Work with finance office to clear accounts
7. Assist with student records/documents requests
  - a. Print and mail student transcripts
  - b. Verification of senior enrollment dates
8. Assist with re-enrollment process
  - a. Submit re-enrollment articles for Paw Prints

- b. Process, print, and file re-enrollment forms
- c. Send confirmation emails to re-enrolled families
- d. Follow up with missing re-enrollment forms/fees
- e. Maintain master re-enrollment spreadsheet and provide update each week

*Events/Recruitment*

1. Assist in preparation and execution of events pertaining to student recruitment, enrollment, or re-enrollment. i.e. New Parent Orientation, New Student Orientation, Preview Days, Walton Proud Bus Tours, Launch
2. Assist with marketing efforts such as mailings, printings, and communication of social media needs