



## **Job Description**

### **Position: Director of Admissions**

#### **General Purpose**

The director of admissions is responsible for recruitment, enrollment, and family engagement. Duties will be performed in accordance with Summit Christian School's high expectations, mission, and vision. This position reports directly to the head of school.

#### **Position Term and Evaluation**

This position commences on August 1 and concludes on July 31. The position is renewable, pending the results of a performance evaluation to be completed by the head of school.

#### **Main Job Tasks and Responsibilities**

- Manage admissions process and paperwork for accepted students.
- Manage financial aid and Ed Choice Scholarships.
- Communicate verbally and in writing with families.
- Collaborate with the director of advancement, particularly on recruitment and outreach.
- Liaise with families.
- Assist administration as needed.

#### **Education and Experience**

- **minimum education level:** high school diploma
- relevant training or qualification
- working knowledge of computer applications such as Canva, Word, Excel, and web-based data systems
- knowledge of administrative and clerical procedures
- proficient in spelling, punctuation, grammar, and other English language skills
- proven experience in producing professional correspondence and documents
- effective, efficient information and communication management

#### **Key Competencies and Requirements**

- professional conduct, dress, and attitude
- mature and steadfast Christian walk
- excellent verbal and written communication skills
- collaboration planning, organizing, and attention to detail
- confidence and effectiveness when interfacing with international families
- information collection and monitoring
- initiative
- problem solving