

## **Job Description**

Position Title: Director of Admissions

Department: Mecklenburg Area Catholic Schools Business Office

Reports To: Assistant Superintendent

Start Date: December 11, 2017

FLSA: Non-exempt

Position Summary: Responsible for the daily operation of the Admissions office, to include the processing of the admission of all new students; serves as a contact with parents and principals in admissions-related matters;

Essential Functions:

- Maintains information in a software database which is used to accurately track all qualified applicants, from initial inquiry, to testing referral and final acceptance by the Principals and subsequent enrollment information
- Maintains communication with parents during their student(s)' admission process to provide them with an understanding of the admissions, waiting list, tuition assistance processes and their progress
- Provides Principals with all the documentation and testing data necessary for their decision regarding their acceptance of a student at their school and advises prospective families of the principals' decisions
- Works with the Billing Office regarding the re-enrollment of current students
- Maintains updated enrollment information, admissions data and filing system
- Prepares monthly enrollment reports for the Business Office
- Maintains wait lists at schools as necessary and has the ability to create and use queries within our software system to track enrollment and withdrawals
- Maintains updated printed materials related to admissions and enrollment
- Attends school fairs, open houses and other promotional events, providing information and marketing support to the schools
- Completes all government and internal processes required for international student enrollment
- Assists the Superintendent, Assistant Superintendent and Director of School Operations as assigned

Educational Experience and Skills Required: College degree in education or business field; Experience in an office environment; Detail-oriented with excellent communicative skills and telephone manner; Exhibits a professional demeanor in appearance, communication and attendance; Proficient in use of software programs, Blackbaud, Microsoft Word and Excel; working knowledge of Spanish preferred.