Job Title:	Admissions Assistant	Position Type:	Full-Time
Reports To:	Director of Admissions	Hours:	40 hrs per week

Job Description

ROLE AND RESPONSIBILITIES

The Admissions Assistant will support the Director of Admissions to <u>administer</u> and <u>document</u> the admissions process from initial point of contact with a prospective student (grades K-12) through the application, interview, testing, acceptance, and enrollment phases. The Admissions Assistant will also assist in the re-enrollment process. Activities will include but not be limited to:

- Receive, review, and record incoming inquiry data and admission applications
- Track application progress through to completion including communication with families and monitoring digital application. Solicit requirements from applicants until application packet is complete and in good order
- Coordinate "shadowing" visit for prospective student, as needed
- Schedule required entrance testing
- Schedule admission interviews with prospective students and parents (via Skype for international applicants)
- Communicate acceptance decision to applicants via letter, including enrollment agreement for accepted applicants
- Record enrollment agreements as received, following up on any that are overdue. Notify the Admissions Director of any families not returning for follow up.
- Liaise with placement agencies to assist with international applicant housing, confirm tuition/deposit payments, and collect/document agency data. Ensure all identifying information is accurately and completely entered into Veracross.
- Track admissions funnel data regarding the number of applicants at each stage of the process, any trends worth noting, and situations requiring additional attention and/or escalation.
- Other administrative tasks as assigned by Director of Admissions

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's Degree or equivalent work experience preferred. Direct experience with independent school admissions preferred. Agreement with BCA's Statement of Faith, Mission, Values, and governing documents.

PREFERRED SKILLS

- Excellent Interpersonal Skills - As a first point of contact with BCA, admissions department staff must possess warm, engaging, and sensitive communication skills, along with thorough knowledge of BCA programs.
- Strong attention to detail – The candidate must be able to quickly and thoroughly collect, document, and analyze data from physical documents, virtual forms (via web portal) and conversations with other BCA department representatives, prospective families, and third parties. In addition, the successful candidate must deploy consistent follow-up activities to bring applications to a successful and timely conclusion.
- Accurate and articulate written and verbal communication skills – The candidate will be responsible for responding to a variety of requests regarding the admissions process, contacting various sources to request forms and other requirements, scheduling interviews for prospective students, coordinating "shadow day" visits, etc.
- Effective time management skills to balance multiple priorities effectively.

SALARY AND BENEFITS:

This is a 12-month per year, full-time position. Salary is negotiable commensurate with experience and/or qualifications. Approximate start date is August 1, 2021.

APPLICATION PROCESS:

Please send cover letter, resume, and two professional references to marge.squire@bradfordchristianacademy.org.