

MOUNT MERCY ACADEMY
JOB DESCRIPTION

Job Title: Admissions Coordinator

Reports to: Director of Operations and Management and Director of Admissions and Communications

Job Summary: The Admissions Manager provides the overall leadership and management of the recruitment of new students.

Essential Functions, Duties, and Responsibilities: The Admissions Manager has responsibility for the overall recruitment program.

The major areas of responsibility include:

Recruitment:

- Design and implement comprehensive recruitment program Represent the school at external and internal recruitment activities
- Establish routine contact with feeder schools
- Prepare Mercy student ambassadors to assist with recruitment initiatives within and outside of the school
- Expand and maintain contact with market
- Oversee Shadow Program and other in-house recruitment activities
- Maintain data base for prospective students
- Maintain frequent communication with prospective students
- Establish timeline for communications to prospects and applicants
- Participate as a member of the Advancement Team
- Prepare all communications for acceptance/rejection of students
- Assist with the planning and implementation of the Annual Scholarship and Awards ceremony
- Assist with the orientation program for new students

Additional job responsibilities:

- Attend all Mount Mercy events as appropriate.
- Participate in student events which cultivate relationships that build opportunities for funding, recruitment or community relations.
- Ensure goals are aligned with Strategic Plan
- Attend Staff and other meetings at the request of the Director of Operations and Management and/or Head of School.
- Steward existing and build new relationships with Alumnae, Staff, Faculty, Board of Trustees, Parents, Students, community partners, vendors, etc.

EDUCATION REQUIRED (Minimum):

College degree is preferred.

EXPERIENCE REQUIRED (Minimum):

At least three years experience in an academic setting

SPECIAL REQUIREMENTS NEEDED FOR POSITION:

Strong human relations skills and the ability to interact with the public. Strong organizational skills. Strong Computer and Communication Skills. Ability to work flexible hours with nights and weekends availability. Highly motivated individual.

MENTAL DEMANDS OF THE POSITION:

Must have a good understanding of facility needs and usage, effective participation as a member of the school community, an ability to supervise, delegate, and effectively communicate to all constituencies of the Academy including the Board of Trustees. Must be able to handle multiple deadlines and prioritize.

CONTACTS:

Staff, students, administration, parents, BOT members, vendors, and the general public.

WORKING CONDITIONS:

Normal office conditions

PHYSICAL DEMANDS:

- Employees in this position must have the ability to:
- Sit for extended periods of time.
- Enter data into a computer, operate standard office equipment and use a telephone
- See and read a computer screen and printed matter with or without vision aids
- Hear and understand speech at normal levels on the telephone
- Speak so that others may understand at normal levels on the telephone

I have reviewed and understand the essential functions of this job description and am able to perform each function with/without (circle one) accommodation and in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Signature _____

Date _____