



Admissions Director Job Description

The goal of the Admissions Director is to increase the number of students attending Faith Christian School. This is to include both the elementary and secondary schools. This is to be done in accordance with Faith Christian School's (FCS) stated mission and admissions policies without sacrificing the quality of the student peer environment at the school.

The Admissions Director should be equipped to accomplish the following:

1. Present to potential students and their parents the value and benefits of Christian education and in particular the benefits of attending FCS.
2. Communicate with local pastors, youth leaders, Sunday school teachers, other local Christian leaders, and, where appropriate, secular school/student leaders for the purpose of promoting and increasing enrollment at FCS.
3. Reach out into the local community, and in particular the Christian community, through interactions in the community, such as presentations at churches on Sunday morning, adult fellowships, youth groups, Sunday schools, and home groups for the purpose of promoting and increasing student enrollment at FCS.
4. Develop a program or programs with FCS Supporting Churches for an annual FCS week at each church, and otherwise using the existing relationship and support from FCS Supporting Churches to build student enrollment from those churches.
5. Be familiar with and be able to use social media, such as Facebook, to attract and recruit students from the local areas. Research and develop a social media advertising campaign targeting potential students and their parents.
6. Work one-on-one with potential students and their parents for the purpose of working through concerns and problems that might otherwise be barriers to a student's attendance at FCS, such as financial concerns and quality of education concerns.
7. Help students and their parents work through the enrollment process as needed, including the tuition assistance program and online enrollment tools, and be able to address problems or needs during that process.
8. Work with staff, and under the instruction of appropriate staff, as, needed, to address issues with any student that might cause that student to disenroll from FCS.
9. Seek out continual professional growth opportunities in the field of student enrollment or stay current on approaches, strategies, and resources to increase enrollment.

This is a year-round (11 month), part-time position. The hours may vary from week to week depending upon opportunities and the time of year. It is anticipated that no more than 20 hours per week on average will be devoted to work.

Qualifications for application for the position of Admissions Director

1. Must be a born-again, mature Christian who has a heart for FCS and Christian education. Must demonstrate a Christian lifestyle and be in agreement with the philosophy, goals and statement of

beliefs of FCS; and must regularly attend a Christian church that is in agreement with the school's Statement of Faith.

2. Strongly value the benefits of Christian education, and in particular Faith Christian School.
3. A people person, able to communicate well with others both in a group or larger setting, as well as one-on-one. Enjoys people and enjoys being around people. Someone students enjoy, who relates well with students and someone students trust.
4. Social media savvy.