



EDEN CHRISTIAN ACADEMY

Job Description

Title	<i>Admissions Assistant</i>
Reports to	<i>Director of Admissions</i>
Type of position	<i>Part-time – 12 months/year, non-exempt</i>
Location	<i>ECA Mt. Nebo Campus, 318 Nicholson Road, Sewickley PA 15143</i>

Position summary

The Admissions Assistant provides direct support to the Director of Admissions.

Key duties and responsibilities

- Provide direct support to Admissions Director
- Answer telephone inquiries in the Admissions Office
- Deal appropriately with prospective family questions including follow-up phone calls
- Maintain and update relevant records on the admissions database (from inquiry to admission)
- Process admissions applications submitted online
- Schedule tours, interviews and/or testing for prospective families and children
- Confirm scheduled appointments
- Send acceptance packets and online contracts to new families
- Send record requests and oversee receipt of all necessary new student records
- Create new student files
- Prepare and mail out inquiry packets
- Assist with re-enrollment packets
- Order Admissions Department materials and supplies
- Communicate student busing information with the administrative office busing coordinator

Qualifications

- Experience and high competency in Microsoft Word, Excel, Publisher, Google Docs, and Sheets
- Excellent verbal and written communications skills
- Great interpersonal skills and ability to establish relationships with parents, students, and staff
- Flexible, adaptable, and able to work well with multiple demands
- Detail oriented and organized
- A self-starter who is capable of taking initiative including the ability to think ahead and work flexibly
- Professional appearance and behavior
- Adheres to the Core Commitments of Eden Christian Academy.

Additional Responsibilities include (but are not limited to)

- Order student planners (annually)
- Coordinate Summerbook Workbooks for students (annually)
- Collect Summer Reading Program information and send to new students (annually)
- Contact school nurses to pull withdrawn student files before last day of school (annually)
- Provide Average Daily Membership reports to school districts (annually)
- Maintain student/parent information in FACTS/RenWeb
- Maintain all-school calendar
- Miscellaneous duties as required

Compensation

- Salary commensurate with qualifications.