



Admissions and Alumni Director Job Description

Tri-State Christian School is seeking to fill the role of part-time Admissions and Alumni Director. This is a year-round, part-time position. The hours may vary from week to week depending upon the time of year. It is anticipated that approximately 20 hours per week on average will be devoted to work.

The salary for this position will range from \$16 -\$18/hour depending on education and experience. Interested applicants should email their resumes and testimonies to the Head of School, Mrs. Amy Rush (arush@tscs.org).

Qualifications and Experience

The ideal candidate will have earned a B.S./B.A. Degree. It is preferred that the candidate have 1-3 years of successful admissions or recruiting experience, education experience and knowledge of private school culture are a plus. The candidate must be a mature born-again Christian believer, capable of modeling exemplary Christian character and leadership befitting an ambassador of a Christian school.

Admissions Responsibilities

- Schedule and provide tours of TSCS to interested families.
- Communicate to potential students and their parents the value and benefits of Christian education and in particular, the benefits of attending TSCS.
- 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 TSCS.
- In partnership with Administration, help plan, advertise, and execute an annual Open House to invite families from surrounding churches to tour the school.
- Be familiar with and able to use social media, such as Facebook, to attract and recruit students from the local areas. Work with a team to research and develop a social media advertising campaign targeting potential students and their parents.
- 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 TSCS, such as financial concerns and quality of education concerns.
- Help students and their parents work through the online enrollment process as needed, including the tuition assistance program and online application tools, and be able to address problems or needs during that process.
- Use the online application and enrollment system to process applicants, working with administration on scheduling interviews and communicating enrollment decisions with families through FACTS (application and enrollment site).

Alumni Responsibilities

- Create meaningful avenues for alumni participation in the life of the school.
- Create a range of opportunities for alumni to give back to TSCS through volunteerism, mentoring, philanthropy, and more
- Help organize Alumni events such as homecoming and reunions.
- Engage in alumni social media channels to keep alumni updated on current and future events at TSCS.

- Track alumni career and contact information, ensuring its timely entry into the database for networking and solicitation purposes.
- Perform other duties as requested, delegated, or assigned by the Head of School.

Professional Relationships

1. Reports to Head of School
2. Collaborates closely with school principals, college & career counselor, and International Program Coordinator.
3. Maintains coordinated and mutually-supportive relationships with other faculty and staff.

Qualifications

1. Bachelor's degree
2. Proven success at networking and building relationships
3. Comfort with social media (e.g. Facebook, Instagram, Twitter, LinkedIn), and other technology
4. Proficiency in MS Office programs and Google Apps
5. Outstanding interpersonal and communication skills, both written and verbal
6. Excellent administrative, organizational, and communication skills
7. Ability to work collaboratively, multi-task, and be detail-oriented
8. Creative problem-solving skills
9. Personal integrity and tact and ability to maintain confidentiality
10. High energy and enthusiasm about working in an academic atmosphere
11. Availability to work evenings and/or weekends, as required by the position
12. The ability to lift at least 25 pounds.
13. The ability to sign the TSCS Statement of Faith and Professional Code of Conduct
14. Actively engaged in life and ministry of an evangelical church
15. The ability to provide a written testimony of faith in Jesus Christ as Savior
16. The ability to pass a mandatory background check