

Admissions Coordinator

Part Time – 10 month

Compensation – organizational scale commensurate with experience/ability

Position commences October 2016



SEARCH OPEN: September 1, 2016 – September 21, 2016

The CSCE seeks an experienced individual to serve as our Admissions Coordinator. This is a half-time position reporting to the Executive Director and serves the community from offices located at the CCS High School (5029 - 26 Avenue SW).

Job Purpose

The Admissions Coordinator administers the application process for new and returning students on behalf of the Calgary Society for Christian Education (“CSCE”), ensuring all required materials and procedures are completed according to a defined admissions process. Specific duties and responsibilities are listed below. The overall purpose of this role is to encourage new enrolment and ensure all steps of applicant vetting are completed.

Duties and Responsibilities

Administrative Duties

Using systems, resources and database provided, ensure the privacy, accuracy and completeness of applicant information for prospective CCS students and their families so that they may be fairly and accurately vetted by the Society and Administration for admission.

Admissions

- Collaboratively generate marketing materials and messaging that drive interest in CCS resulting in new applications for admissions.
- Publicize and promote enrolment periods.
- Provide easy-to-access application instructions and forms.
- Coordinate and organize the intake of new family applications.
- Circulate completed materials through the admissions review process.
- Update families on their status within process, informing them of any application deficiencies or additional information requests.
- Schedule new family interviews with Principals and the Executive Director.
- Ensure payments of deposits and fees are made to the Society’s Business Office.
- Enter family information into the Society’s database.
- Forward formal acknowledgments of admission decisions to applicants on behalf of CCS.

Other Duties As part of a team that promotes and sustains Calgary Christian School, the Admissions Coordinator will support the Executive Director (ED) in advancing the goals and objectives of the Calgary Society for Christian Education.

Reporting

On a regular and timely basis, the Coordinator will provide the ED with data and other details related to admissions activities - historical, current or projected - to be shared with the Society’s Board of Directors and to inform ongoing strategies that strengthen enrolment.

Marketing

The Coordinator, in cooperation with the Community Relations Department, will plan, develop and produce multi-media materials to promote CCS and its mission with the intent to generate new applications for

admission. The Coordinator will develop annual promotional campaigns to achieve pre-determined admission and enrolment goals.

Public Relations

As a public spokes-person for CCS, the Coordinator will support other advancement events and activities. The Coordinator will spearhead the development of Open House(s) and other admission presentations, lead tours of the school in support of new admission applications.

Personal Development

Consideration for continuing education in areas related to the carrying out of duties in present role. Courses and training must be related and relevant in all cases.

Qualifications

- Education – High School diploma required. A university degree and/or additional post-secondary education in Marketing, Communications or Business Administration preferred.
- Strong written and verbal communication skills, including public speaking.
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint). Familiarity with Google Apps / Gmail.
- Experience with database entry and management (*Salesforce, Raiser's Edge, etc*)
- Ability to work well with others; professional and caring attitude.
- Previous or related experience in a Not for Profit organization.
- Verified Police background check including Vulnerable Sector Search on file and current within CSCE policy requirements.

Working Conditions

This position deals with matters of a sensitive and personal nature; the ability to retain the confidentiality of this information is essential. The post requires the skills necessary to navigate, assist, and find positive solutions within the confines of the position and oversight duties.

This is a part time position (FTE .5) over a standard, 10-month school year. Hourly compensation. Scheduling of work days may vary. Seasonally, this position may experience occasional periods of heightened activity. Actual days of work may be dependent upon work load.

Interested applicants should forward their CV/Resume, 3 references and copies of any required certification to the Executive Director **before September 21, 2016**. Interviews will commence immediately.

Please submit your application in one of the following ways:

MAIL: Ken DeWyn, Executive Director
c/o Calgary Christian School
5029 – 26th Avenue SW
Calgary, AB T3E 0R5

EMAIL: kdewyn@calgarychristianschool.com

FAX: (403) 242-2476