



## **Administrative/Staff Job Description**

**Position:** Admissions Director

**Reports To:** Director of Marketing & Enrollment Management

**Type:** Full-time, 12-month

### **Primary Objectives:**

Serve in FPD's Enrollment Office as a point of contact for prospective families interested in FPD, collecting valuable data and information regarding inquiries/applicants to help grow and sustain FPD's enrollment. Serve the students, families, FPD faculty and staff and constituents of First Presbyterian Day School and represent the school in a manner that supports the school's mission to educate and equip students to change the world for God's glory.

Glorify God in daily decisions by performing the duties of the position in a manner that is in harmony with God's written word and the accepted policies and procedures of First Presbyterian Day School.

### **Primary Responsibilities:**

- Call and regularly follow up with new inquiries to market the school and provide answers to questions
- Maintain and track an inquiry and application database to properly identify where contacts stand in the enrollment and admissions process
- Help identify potential leads and new ways to recruit leads
- Serve as a point of contact for new families interested in FPD, understanding key messaging points to sell FPD to families
- Work with Enrollment Coordinator to maintain accuracy and input notes in Hubspot software database
- Work with Enrollment Coordinator to maintain accuracy of Student Management database (Blackbaud)
- Work with Enrollment Coordinator to assist families through the enrollment process
- Coordinate and assist in leading Campus Tours along with other team members
- Be available to speak with families who stop by the school requesting more information
- Communicate with Business Office to support new families who need financial aid
- Assist principals with orientation programming for new and transfer students
- Participate as an active member in the Marketing & Enrollment Team

**Qualifications:**

- Bachelors Degree in a related field
- 3-5 years of Sales or Customer Service Experience. Education related fields preferred.
- Experience with database management software
- Warm, hospitable personality
- Ability to keep organized records that can easily be communicated with other team members
- Experience working as a team player
- Strong written and verbal skills
- Ability to work well with a variety of people including faculty, staff, students and parents

**Preferred Qualifications:**

- Experience working in a Christian school environment
- Experience working with CRM software
- Knowledge of First Presbyterian Day School

**To apply:**

Complete the Office Staff Application at [www.fpdmacon.org/employment](http://www.fpdmacon.org/employment)

Send the application along with and a letter specifically addressing the position qualifications to [beth.burnsed@fpdmacon.org](mailto:beth.burnsed@fpdmacon.org).