



Job Description: Admissions Assistant & ISP Liaison

"Discipling young people to make a difference in their world"

Job Classification:	Staff
Provisional Period:	Yearly contract based on annual evaluation
Department:	Central Services
Assignment Category:	Full/Part Time

Job Description Summary:

The Admissions Assistant & ISP Liaison provides administrative support to the Admissions department throughout the life cycle of the admissions process while exemplifying the core values of Desert Christian Schools in performing all job responsibilities. An additional focus of this position is increasing international student enrollment for the MS and HS divisions. The Admissions Assistant & ISP Liaison reports directly to the Admissions Director.

Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a staff member; who is assured of his/her personal worth and professional competence, both being in balance with the scriptures; who leads a consecrated life before the Lord, co-workers, and students, and has received Jesus Christ as his/her personal Savior. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a staff member of DCS.

Specific Job Duties:

The first priority is to assist the Admissions Director. Administrative support will also include other departments (i.e., ISP and various events, as assigned).

1. Administrative Support

- Answer Admissions department phones, emails, and greet in-person visitors as needed.
- Organize information and send requests, updates, and messages to appropriate personnel (such as the Admissions Director, administrators, etc.) and follow up in a timely manner.
- Create reports, metrics, mailings, lists, etc.
- Manage and inventory admissions storage and storage areas.
- Assist with projects as directed by the Admissions Director.

2. Information Management

The Admissions Assistant is knowledgeable in all of the admissions administrative details and processes unique to Desert Christian Schools.

- Public relations – interact with prospective students, parents, and other school professionals regarding specific DCS Admissions requirements.
- Document support – collect and maintain accurate records (i.e., transcripts, teacher recommendations, church referrals) for each applicant using both electronic and hard copy information
- Database Management – Use, maintain, and troubleshoot FACTS database
- Admissions Metrics
 - Support the Admissions Director by generating reports based on specific applicant data.

- Create new reports as needed for the Admissions Director and other administrators to assist in updating, changing, or improving the DCS student applicant process.
- Assist with website management, as requested.
 - Work closely with the Creative Services Director to ensure all Admissions webpage content is current, accurate, and represents the DCS profile.
 - Update and edit admissions department public pages. This includes the specific dates, deadlines, and rules of the Admissions Process which are viewed by prospective students.

3. Event Coordination

Support and coordinate the details for each of the events listed below. Preparation for these events is done during business hours; however, the Admissions Assistant may be expected to be at these events to assist the Admissions Director, staff, teachers and volunteers with their duties.

- Open House
 - Enter data and maintain the master list of prospective K–12th-grade students from FACTS to send Open House invitations
 - Support Admissions Director in all logistics required for Open House.
- Shadow Visits
 - Supply the master report to the Admissions Director to select DCS student ambassadors to host prospective students.
 - Communicate with administrators, faculty of each prospective student visit, and the corresponding Ambassador assigned to each student.
- Spring Welcome Event
 - Prepare nametags and group lists for the event.

4. International Student Program Liaison:

- Recruitment and Retention:
 - Recruit new international students and families to DCS
 - Maintain, track, and present enrollment and admissions data in a monthly incidental report to the Admissions Director
 - Develop a solid knowledge and ability to communicate DCS curriculum programs, co-curricular activities and admissions criteria to potential families
 - Coordinate re-enrollment processes with Middle School and High School, tracking returning/non-returning families
- Host Families:
 - Collaborate with the Admissions Director on Host Family Training and Orientation
 - Locate and recruit new families interested in hosting international students
 - Collaborate with the Admissions Director on Host Family Information Events for inquiring families
 - Remain in contact with host families for support
 - Collaborate with the Admissions Director on Back-To-School and End-of-Year Appreciation Events
 - Create and maintain relationships with interested respite (short-term) care families
- Relationship with Agencies:
 - Develop and maintain relationships with International Student Placement Agencies
 - Plan and implement international recruitment trips and partnering agencies
- Promotions:
 - Partner with the Admissions Director and Creative Services Director on international admissions materials and media, including enrollment packets, brochures, radio and television spots, and banners

- Represent the ISP Program at DCS events, as well as at international information events

Performance Standards/Skills required:

- Computer literacy
- Ability to multi-task
- Good organizational skills
- Pleasant persona
- Ability to interact with various personality types
- Servant attitude
- Ability to complete task(s) in a timely fashion
- Commitment to professional development

Job Factors:

- **Minimum education level required:** Executive Director's discretion
- **Minimum experience level required:**
 - 2-3 years office assistance experience
 - International program experience, *preferred but not required*
- **Reports to:** Admissions Director
- **Supervision exercised:** None
- **External contacts:** Faculty/staff, students, ISP contacts