



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

Director of Admissions

Position Description

The Director of Admissions coordinates all aspects of the admissions process from inquiry through enrollment. Will be responsible for representing and marketing the school to current families, prospective families and the community and will coordinate initiatives that encourage new student enrollment and existing student re-enrollment. Will oversee all administrative aspects of the enrollment/re-enrollment process, including assisting applicants with the admissions process, ensuring all necessary enrollment information is collected, maintaining student records, fulfilling requests for records from other educational institutions, and scheduling any required academic testing.

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports To

This position reports to the Sr. Principal.

About St. Junipero Serra Catholic School

St. Junipero Serra Catholic School is a leading Diocesan Catholic Parish Elementary School located in South Orange County. Founded in 1995, we are motivated by the teaching of Saint Junipero Serra and the persevering spirit of our founding families. We nurture our students to live and model their Catholic faith as servant leaders of Christ. Guided by the Holy Spirit, St. Junipero Serra students are encouraged to use their God-given gifts and talents to serve the challenges of this ever-changing world.

Our Website: <https://www.serraschool.org>

Job Responsibilities

Job Responsibilities will include, but are not limited to, the following:

- Work with Marketing, Communications and Event Planning Departments to plan outreach and marketing activities that enhance the school's reputation in the community and encourage new student enrollment and existing student re-enrollment.
- Conduct campus tours with prospective families. Organize "shadow days" for prospective students to be on campus during the school day.
- Work with the Communications Department to ensure that all admissions-related collateral and website information are current and are effective for encouraging enrollment. Create and publish an annual newsletter for new families.
- Plan and oversee regular Open House events to encourage enrollment.

- Coordinate and manage the online application process. Assist families with the online application process. Follow up with parents regarding missing data and documents.
- Schedule academic testing, including kindergarten readiness testing and standardized testing for new enrollees.
- Approve and decline applications based on enrollment data and input from school administrators.
- Process ongoing updates to student records in the Student Information System (FACTS).
- Maintain cumulative student academic records in FACTS and in hard copy format, when needed.
- Fulfill requests from other educational institutions for academic records.
- Prepare graduating students' cumulative files and send to attending high schools.
- Track application statistics and maintain up-to-date enrollment statistics at all times. Pull reports from FACTS regarding enrollment data and trends as needed.
- Point person for PTO's new student welcome program.
- Coordinate the student withdrawal procedure, including processing all required documents and informing all on-campus contacts of a student's withdrawal. Prepare records of withdrawing student and send to the new school.
- Perform all Admissions Department administrative duties including answering emails and phone calls, data entry, managing data, and creating/maintaining hard copies of files.

Qualifications

- Bachelor's degree required.
- 1+ years of admissions experience, preferably in a private school setting.
- A high degree of discretion when dealing with confidential/financial information.
- Strong written and verbal communication skills.
- Ability and willingness to work independently and as a team member.
- Strong interpersonal skills, verbal communication and written communication skills with a history of working collaboratively with others.
- Strong project management skills.
- Proficiency with MicroSoft products as well as Google mail/calendar/docs. Knowledge of Student Information System (SIS) databases, such as FACTS helpful.
- Occasional night or weekend work required, mostly related to admissions-related open houses and events.
- Will be required to assist with morning or afternoon traffic duties each day.

Position Status

Position is a benefit-eligible, salaried position. This is a 12-month per year / year-round position.

Pay

\$66,600 per year