

Job Title: Director of Admissions
Position Type: Full-time
Reports to: Head of School

Mission:

The Epiphany School of Global Studies, anchored in the Judeo-Christian commandment to Love God and Your Neighbor as Yourself, is a comprehensive college-preparatory and globally-focused school where dynamic and innovative learning is stretched beyond the classroom walls, emphasizing the knowledge, skills, creativity, adaptability, curiosity, and international experiences students will need to flourish in an increasingly globalized 21st century—and accessible to students regardless of economic circumstance.

Responsibilities:

- Recruit of new students in grades K-12
- Screen & admission of applicants
- Report admission and retention numbers to relevant stakeholders
- Work with Finance Department to facilitate enrollment, re-enrollment, and tuition assistance
- Build rapport with potential families and provide good customer service
- Serve on the Tuition Assistance Committee
- Serve as a point of contact for interested families who seek more information regarding the school
- Work with the Director of Marketing and Communications to develop traditional and digital materials
- Chair the Admissions Committee, sharing vital feedback from communication with the family
- Review applicants' files and highlight notable characteristics for Admissions Committee members
- Organize each applicant's admissions file, ensuring each file is complete
- Share onboarding information and plan, schedule, and facilitate onboarding events
- Schedule interviews for applicants with the appropriate divisional director
- Schedule testing/evaluations for all applicants
- Proctor ISEE examinations for applicants for grades 6-12
- Create and manage the budget for the admissions department
- Keep updated on the N.C. Opportunity Scholarship Program
- Chair the RSA (Rural Scholarship Alliance) Committee
- Schedule and give/assist tours and visits for prospective students and their families during the school year and throughout the summer
- Organize/train student ambassadors for tours (grades 7-12 Student Ambassadors primarily serving Trent Campus prospects for grades 6-12)
- Maintain communication with and nurture prospective families at every stage of the admissions process
- Create and mail acceptance packets as well as conditional acceptance, non-admit, and wait pool letters to families
- Create and mail a packet including a certificate for each student welcoming them to the "Class of __"
- Organize information sessions for "newly enrolled" families for both campuses
- Organize information sessions for prospective families
- Organize refreshments/meals for admissions and onboarding events
- Continually assess enrollment and re-enrollment numbers
- Evaluate continually and redesign where appropriate all aspects of the admissions program to reach a capacity enrollment of qualified students and a wait pool of qualified applicants
- Chair the Enrollment Management & Retention Committee (EMRC)
- Monitor and report on shot requirements for students entering kindergarten, grade 7, and grade 12 in compliance with North Carolina requirements and complete the report to the State Department of Education each fall
- Work with local pre-schools to develop a feeder system
- Track reasons why students leave the school

- Track admissions statistics in a comparison fashion to show trends

Employee Qualities/Responsibilities

- Meet and deal effectively with the general public, staff members, parents, other administrators, and additional contact persons using tact and good judgment.
- Demonstrate initiative in the performance of assigned responsibilities.
- Be punctual with good attendance habits.
- Maintain confidentiality regarding school/workplace matters.
- Model and maintain high ethical standards.
- Demonstrate initiative in identifying potential problems or opportunities for improvement.
- Demonstrate the school's mission and principles.
- Maintain a professional, welcoming, and grace-oriented attitude.
- Required: bachelor's degree or higher from an accredited institution.
Preferred: master's degree or higher from an accredited institution.
- Maintain and improve own professional knowledge and skills.

Skills Needed

- Able to communicate effectively, both orally and verbally.
- Able to work well with others in the school community.
- Able to handle multiple tasks simultaneously.
- Able to organize and relate information in an understandable format.
- Able to use job-appropriate technology.
- Able to think and plan critically.
- Able to maintain composure and avoid displays of emotions such as frustration and anger.
- Able to be flexible with changes in schedules.
- Able to be self-motivated and display a high energy level.
- Able to demonstrate professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks effectively and efficiently.

Physical Requirements

- Required to maintain professionalism in dress and hygiene.
- Required to manage high to moderate levels of stress.
- Required to work some evenings and weekends.
- Required to sit, stand, bend, stoop, reach, grab, pull, carry objects of 25 pounds, hear, see, and speak daily.
- Required to work under limited supervision.
- Required to perform other related duties, as assigned, to ensure the efficient and effective functioning of the school.