**200.20 TITLE:**

**ADMISSIONS COORDINATOR**

**JOB DESCRIPTION**

**GENERAL DEFINITION OF WORK:**

Performs administrative work involving coordination and program interpretation for the community in the admissions of prospective students.

**TYPICAL TASKS:**

* Act as the liaison to work with inquiring families and community organizations.
* Compose and manage correspondence related to admissions.
* Coordinate, organize, and prepare for admission-related events and activities.
* Collaborate with inquiring families to complete required admissions documentation.
* Coordinates assignment of uniforms to new students
* Schedule interviews, campus tours, and visits.
* Review policies, contracts, and tuition information with inquiring families.
* Input and maintain complete and accurate information in the admissions database.
* Produces Admission/Discharge/ Cottage move memos for ILSP;
* Serve as a member on the admissions committee.
* Assist with the strategic planning of recruitment and retention of students.
* Will perform houseparent duties as needed in the event of vacancies due to vacations, illnesses, etc.
* Performs related tasks as required.

**SKILLS & QUALIFICATIONS:**

* A combination of education and experience relevant to the job.
* Excellent oral and written communication skills
* Strong organizational, analytical, and problem-solving skills
* Must be able to meet deadlines.
* Proficient knowledge in Adobe, Microsoft Word, Excel, PowerPoint, and Publisher

**IMMEDIATE SUPERVISOR: Director of Admissions and Evaluation**