

Enrollment Manager

Lakewood Lutheran School is looking for a qualified candidate to facilitate the recruitment and enrollment process. This is a full-time, 12-month position. Training will be provided. This position reports to the principal and the school board.

Duties:

- Make and receive phone calls, texts, and emails with prospective families.
- Schedule and conduct tours and enrollment interviews.
- Follow guidelines for extending offers of acceptance to families.
- Give tours at the annual Open House.
- Distribute, collect, and process family paperwork and any related fees.
- Follow up with and assist families in completing paperwork, as needed.
- Fulfill and submit record requests for new students and transferring students.
- Create permanent records for new students.
- Check vaccination records for completion. Follow up with families, as needed.
- Increase awareness of the reputation of the school in the community.
- Plan & execute recruitment campaigns and community-outreach events.
- Plan, coordinate, & execute cooperative student activities with nearby preschools.
- Schedule placement testing and Kindergarten screenings with new students.
- Develop new recruitment materials and update existing materials for recruitment and enrollment.
- Manage & update the school website and social media accounts, following established guidelines.
- Give written reports to the school board at meetings, and attend meetings when requested.
- Meet enrollment goals as set by the school board.
- Make suggestions and implement changes to improve the enrollment, scholarship, and recruitment process.
- Maintain a flexible schedule in accordance with the needs of the position and the school.
- Other related duties, as requested.

Skills & Qualifications

- Professional discretion in handling confidential information
- A desire to share the best aspects of the school program with prospective students and their families.
- Excellent communication skills.
- Positive and friendly attitude.
- Attention to detail.
- Ability to complete tasks in a timely manner.
- Ability to work without supervision.
- Basic computer skills, or a willingness to learn
- Social media & website skills, or a willingness to learn.