



NORTH HILLS CHRISTIAN SCHOOL

EQUIPPING HEARTS AND MINDS OF STUDENTS TO IMPACT THE WORLD FOR CHRIST

Assistant to the Director of Admissions/Recruitment and Retention

Position Overview

The Assistant to the Director of Admissions will perform a variety of admissions-related office, administrative, and secretarial duties for North Hills Christian School. This employee reports to, and performance is evaluated by, the Director of Admissions.

Required Personal Qualities

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

Minimum Qualifications

- High school diploma
- Sign NDF to assure confidentiality of student/family information/documents

Additional Qualifications Preferred

- Understanding and familiarity with non-profit organizations and/or Christian schools
- Google Suites, Excel, Math skills

Essential Job Functions

- Reflect an understanding of the school's purpose, mission, and goals
- Make an effort to appreciate and understand the uniqueness of the school and local communities
- Supporting the Director of Admissions as it relates to:
 - Representing NHCS to prospective students and families by developing positive rapport
 - Supporting the admissions, enrollment, & retention processes for families (both new and returning)
 - Scheduling & confirming tours with the Director's calendar
 - Supporting admissions/enrollment process within the FACTS AE/SIS system
 - Supporting admissions/retention events, i.e. Back-To-School Socials, Open House, Orientations, etc.
 - Supporting the broader program of NHCS by attending extra-curricular activities whenever possible
 - Attend and participate in scheduled devotion, in-service, retreats, committee, and faculty/staff meetings, as needed



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- Supporting the development of family partnership efforts by coordinating/connecting volunteers to various departments across the campus
- Offering in-person tours, as needed
- Offer front office support/back up, as needed, with training
- Perform other duties as assigned by the Director of Admissions

Additional Professional Qualities

- Demonstrate the character qualities of optimism, courtesy, flexibility, integrity, and punctuality
- Be willing to actively work toward maintaining the unity of community pertaining to administrative and board decisions
- Have the spiritual maturity, academic ability, and personal leadership qualities to effectively communicate, in both verbal and written communication
- Strong organizational and multitasking abilities
- Refuse to use confidential/sensitive information inappropriately

Working Conditions

- Office environment.
- Occasional evening and weekend hours required

Please submit resume and cover letter to Jeannie Ogg, jogg@northhillschristian.com