

RECRUITMENT & ADMISSIONS COORDINATOR

The City School is a growing academic institution with two campuses in Philadelphia, PA, whose mission is to train students' minds, disciple their hearts and bring light to the city—one child at a time. We are looking to hire a full time Recruitment & Admissions Coordinator, whose main role is to build relationships in the community for the purpose of recruiting missionally aligned students and families to The City School. This position will also be responsible for recruiting and assisting international students with the admissions and enrollment process. This position will provide support to the Admissions & Enrollment Manager, including but not limited to assisting with tours, open houses, relevant school events and the application and enrollment process. The Recruitment & Admissions Coordinator reports directly to the Admissions and Enrollment Manager.

QUALIFICATIONS

- Have 2+ years of experience working in communications, marketing, recruitment, student services, education or other related fields.
- Strong and proven written and verbal communication skills
- Excellent interpersonal and relational skills: a friendly, poised, professional demeanor, courteous, and energetic
- Ability to maintain strict confidentiality at all times.
- Ability to work independently and make decisions in accordance with the Admissions & Enrollment Manager's expectations, established school policies and procedures and school mission and core values.
- Ability to plan, set priorities, and implement work in a disciplined manner to keep multiple projects progressing to completion simultaneously with minimal direction.
- Strong computer skills including use of Microsoft products (Word, Excel, Powerpoint, Outlook) as well as Google Suite. Ability to use Finalsight, the admissions and enrollment database. The ability and willingness to adapt and upgrade computer skills if needed; and ability to quickly learn and utilize new technologies.
- Minimum of a High School Diploma; Associates degree in related field preferred
- Desire to work in a multi-racial, urban, Christian School and relentless pursuit of academic excellence
- Spirit of dedication, graciousness, and willingness to learn
- Ability to multitask in working towards the overall school goals

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to and willing to sign the TCS Statement of Faith

RESPONSIBILITIES

Community Engagement & Partnership Building

- Networking and building partnerships with local churches, schools and others to increase enrollment
- Work with schools and families to encourage shadow days at the upper school
- Meet with partner contacts to encourage families to consider TCS for their education
- Participate in church events, school fairs and other events to increase awareness of TCS

International Student Recruitment

- Develop relationships with international recruiting organizations to create pathways for international students to attend TCS from a variety of countries around the world
- Search for homestay opportunities for students
- Increase visibility of TCS through online and other media platforms where international students search for potential schools
- Maintain credentials as a DSO/PDSO through SEVIS. Issue and maintain student I-20's
- Make recommendations to the administration regarding ESL and other educational and social supports needed for international students

Student & Family Engagement

- Train, develop and manage student Ambassadors to assist with tours, open houses and school fairs
- Assist with open houses, tours, and school fairs
- Support the Admissions & Enrollment Manager with the enrollment process to ensure a smooth transition for returning and new families

SALARY & BENEFITS

- Salary commensurate with experience
- Health, Vision and Dental benefits (TCS covers 90% of premium; employee covers 10%)
- Life Insurance
- Short term and long term disability benefits
- 15 days of PTO
- Minimum of 15 additional paid holidays and/or school breaks

Apply online using the Staff Application at <https://cityschool.org/employment/>. Initial application must include a resume.