

Admissions Coordinator

Lakewood Lutheran School is looking for a qualified candidate to facilitate the enrollment process. This is a full-time, 12-month position.

Duties

- Answer enrollment inquiries.
- Make and receive phone calls and emails.
- Conduct tours of the school campus.
- Collect and process enrollment paperwork and fees.
- Facilitate the enrollment process.
- Assemble enrollment packets.
- Update enrollment forms, as needed.
- Attend Open Houses.
- Other related tasks, as assigned.

Qualifications and Skills

- 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.
- Completing tasks in a timely manner.
- Able to work without supervision.
- Basic computer skills, including Microsoft Word, or a willingness to learn.
- Excellent attendance.

This position reports to the principal.