



Calvary Christian School

Teaching the Whole Child the Whole Truth

Admissions Assistant

Description

Calvary Christian School seeks to teach the whole child the whole truth in every aspect of our school. We are seeking applicants who have a working knowledge of Calvary Baptist Church and Calvary Christian School as a ministry of the church. This candidate will work directly with the Director of Admissions during the enrollment and re-enrollment season. The successful candidate will:

- Take phone calls and return voicemail messages as assigned
- Respond to and send emails to current and potential families requesting information needed to enroll/re-enroll students
- Make phone calls to potential and current families requesting information needed to enroll/re-enroll students
- Schedule and providing tours of the facilities for potential families in the absence of the Admissions Director
- Track follow-up with potential families to move their student along in the enrollment process
- Request records and scheduling testing dates for potential students
- Other duties may be assigned as needed during the school year

Qualifications

- Effective communicator both in person and through email and phone correspondences
- Vibrant walk with Jesus Christ
- Excellent organizational skills, detail oriented, professional at all times, and demonstrate the ability to keep information confidential on current and potential families
- Proficient in Google email and Google documents
- Ability to learn FACTS interface to assist families with enrollment/re-enrollment process

To apply:

<https://calvaryknights.com/> and scroll to the bottom of the page to *Employment Opportunities*.