



the
galloway
school

Admissions Coordinator Job Description

Title: Admissions Coordinator

Department: Admissions

Reports to: Director of Admissions and Enrollment Management	Work Schedule: Monday - Friday, 7:30 am – 3:30 pm; some additional evenings and weekends
Job Status: Full time	

POSITION SUMMARY:

The Admission Coordinator will work collaboratively with the Director and Assistant Director of Admissions to represent Galloway in the community. The Admissions Coordinator must be a skilled storyteller who can make known the value of a Galloway education for families in the greater Atlanta community. The Admissions Coordinator should possess a confident and outgoing personality and the ability to work well with many types of people in many types of environments.

PRINCIPAL RESPONSIBILITIES:

- Serve as the first point of contact for prospective families
- Field communications and provide admissions and school information to prospective families
- Manage enrollment process of early childhood through grade 12 applicants
- Maintain online admissions school calendar
- Coordinate applicant visits and screenings, and administer testing
- Coordinate and supervise student volunteers and parent ambassadors on visit days
- Organize admission office bulk mailing
- Oversee the admissions database and admissions applicant portal
- Provide administrative support to the Director of Admissions & Assistant Director of Admissions
- Create monthly applicant, tuition assistance, and inquiry dashboard
- Attend weekly Admissions team meetings and all community-related meetings
- Oversee the Admissions Ambassador program for parents
- Organize and support the event set-up plans and vendor agreements
- Maintain spreadsheets for Admissions Decision Committees

Education:

- Minimum degree Bachelor of Arts/Science or 3-5 years of experience in a related field

Experience:

- Minimum of 3-5 years of admissions or administrative experience

<p>Competencies:</p> <ul style="list-style-type: none"> ● Be highly organized, detail-oriented, and capable of managing a range of responsibilities while maintaining a friendly, positive attitude ● Guide and support prospective students and families throughout the admission process ● Excellent communication skills with a strong attention to detail and follow through to deliver outstanding customer service ● Develop and maintain strong relationships with team members; staff and faculty; parents, students, and volunteers ● Respond promptly to all calls and emails from prospective and current Galloway families providing extraordinary customer service ● Possess a warm and welcoming manner, a friendly and upbeat personality, and genuine interest in working with children and families ● Have genuine belief in the Galloway mission and the ability to work well within a collaborative environment 	<p>Specialized Skills and Knowledge:</p> <ul style="list-style-type: none"> ● 3-5 years of experience in Admissions or Administrative experience ● Experience with Blackbaud and Ravenna software programs is strongly preferred ● Ability to communicate clearly and enthusiastically to all staff and prospective families with superb verbal and written communication skills ● Ability to exhibit sensitivity, discretion, and a sense of humor ● Process confidential/sensitive information with discretion and in accordance with established guidelines or legal standards ● A sensitivity and awareness of economic, cultural, and other considerations present in the enrollment of a diverse student body
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THE GALLOWAY SCHOOL MISSION

The Galloway School is a community where learning is joyful, individuals are valued, and self-discovery is encouraged. Galloway students confidently embrace challenges while developing the knowledge, skills, and cultural competence to thrive as enlightened contributors in their chosen pathways.

DIVERSITY, EQUITY, INCLUSION STATEMENT

At The Galloway School, diversity, equity, and inclusion are integral parts of our mission, history, culture, and identity. The members of the school value and affirm the individuality of each person in our community. We truly commit to having a diverse community and intentionally supporting these efforts through our policies, curricula, programming, and resources. The Galloway School continuously examines and renews our commitment to fostering a community that welcomes and respects each individual.