



SERVITE HIGH SCHOOL

FORMING FAITH-FILLED LEADERS

ADMISSIONS ADVISOR

Reports to: Director of Admissions

Job Status: Full-time, 12 months, non-exempt

SUMMARY:

Seeking an Admissions Advisor who will be a critical member of Servite's Admissions team with the specific goal of strengthening and increasing enrollment. The Advisor will work closely with Admissions leadership to build relationships and create outstanding experiences for prospective students and families, partner schools, and other organizations in support of the institution's strategic priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as the first point of contact for prospective students with the highest levels of professionalism, energy, excitement, and passion including but not limited to answering and directing inbound phone calls and greeting walk-in visitors.
- Make up to 200 outbound dials per day to prospective students and families establishing appropriate follow up and documenting data in customer relationship management (CRM) system.
- Maintain ongoing points of contact for prospective students and families.
- Help plan and execute on-campus events for prospective students and families; including open house, shadow days, info nights, and others.
- Help plan and execute off-campus events for prospective students and families such as in-home events, campus visits to partner schools, and others.
- Work with the admissions team in development and execution of both short-term and long-term prospective student recruitment strategies.
- Network and develop professional relationships with students, parents, alumni, administrators, partner schools, community leaders, and other organization.
- Follow standard business processes as it relates to updating and maintaining databases.
- Identify, attend, and represent Servite at community or any other events required.
- Assist Admissions leadership in development, marketing, tracking, and administration of financial aid.
- Strategize, plan, and conduct campus tours with a best-in-class experience.
- Ability to maintain consistent attendance and punctuality.
- Other duties may be assigned.

QUALIFICATIONS:

- Bachelor's Degree and/or experience in educational admission advising or sales preferred.
- Possess excellent customer service skills; outgoing and enthusiastic personality
- Demonstrate exceptional oral and written communication skills
- Intermediate knowledge MS Office.
- Must be able to work flexible shifts; including nights and weekends