

Admissions Coordinator Job Description

CreatEd Institute 2018

Genesis 1:27a "So God created man in his own image..."

Purpose of Position

The Admissions position at CreatEd Institute supports the mission of CreatEd Institute by extending a clear, accessible, and personal invitation for others to share in the journey of learning with us. This role supports the Director of Lead Cultivation position by taking direct ownership of the lead cultivation (the conversion process of prospective to enrolled students) and application processes for new and existing student leads. The Admissions Coordinator helps potential students (primarily), parents (secondary), donors, and partners discover their "fit" with CreatEd Institute. This process hinges on intentional, genuine, and conversational relationship-building, a key value of CreatEd Institute. Because we are a faith-based educational program, every relationship may be stewarded in a genuine, prayerful manner, and provide the target audience with some form of discovery-based learning experience that reflects our unique classroom approach.

Work Environment

Reports to: Director of Lead Cultivation

Works With: Director of Lead Cultivation, Networking Coordinator, Event Coordinator

Hours of work: Full Time

Responsibilities: cultivation of the relationships with leads through communication (email, text, phone calls), prayer, and invitations to campus visits, management of software, people, and systems related to external communication (as part of the conversion process - including managing CRM database to track relationships), onboarding of students through the application process; coordination of internal feedback loops between Lead Generation (Networking Coordinator), Lead Cultivation, and Marketing Resource Development; coordination with the Director of Lead Cultivation to implement and refine the admissions process to adhere to compliance standards by the licensing board of UNC - including application questions (general & reCreated - in partnership with Event Coordinator), student visits (in partnership with Event Coordinator); criteria for admission (in partnership with Academic Coordinator), acceptance process, and pre-arrival communication; additional functions as needed. Additionally, as an organization focused on in-community student growth, the Admissions Coordinator (like all staff) is expected to further cultivate relationships and care for the students after they enroll and participate in community life where they can.

Candidate Description

The ideal candidate has a pastoral heart and is passionate about cultivating relationships. As the role requires shepherding prospective leads to discover God's calling on their lives (ultimately reconciling the potential that they will not end up at CreatEd), the ideal candidate is an individual well-versed in asking thought-provoking questions, engaging in conversation, and partnering with individuals in prayer. We are not looking for comprehensive knowledge or expertise, but for a deep passion for people, an unquenchable curiosity, and a genuine humility to trust the Lord with each lead. Adaptability, flexibility, self-discipline, and a passion for the model of CreatEd Institute (so far as it is understood) are essential. A commitment to excellence, clarity, and intentionality will be important in this role that is both highly relational, analytical, and administrative all at the same time.

Skills and Qualifications:

- Sales skills
- Conversational skills and professionalism
- Reporting skills
- Attention to detail
- Data Entry Management
- Adept at using GSuite apps (Gmail, Google Sheets, Google Docs, etc.) for teamwork and communication

Helpful Characteristics

- Servant-hearted
- Prayerful
- Lives/walks in integrity
- Personable and Approachable
- Intentional in pursuing and cultivating relationships
- Administrative, Organized, and Professional
- Capable of navigating organizational dynamics
- Independent and Accountable

Organization Description

CreatEd Institute operates on the assumption that the Kingdom of Heaven is most clearly communicated in a culture of honor where individuals serve one another with humility, unity, and love. The unique approach to education that our students enjoy is reflected in our operational structure that provides a direction, resources, and community, but not a step-by-step process to achieve objectives. Therefore, it is the responsibility of the individual to demonstrate their ability to learn, communicate, ask for help and develop their positions into a valuable part of the organization. Ours hierarchy of service provides members of the team as well as our students with the structures of freedom required to learn, thrive, and grow into the gifts and callings that are on their lives.