

Columbia Academy

Job Description

Spring Hill Admissions Coordinator

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

TITLE: Spring Hill Admissions Coordinator

REPORTS TO: Spring Hill Principal

PAYROLL STATUS: HOURLY NON-EXEMPT, PART-TIME, 3 DAYS PER WEEK

TYPICAL HOURS: 8:00 A.M. – 4:00 P.M.

PURPOSE AND SCOPE OF THE POSITION

The Spring Hill Admissions Coordinator reports to the Spring Hill Campus Principal and supports the admissions process for students in Preschool through 6th grade. This position assists in welcoming, guiding, and enrolling prospective families while ensuring a positive first impression of Columbia Academy. The Coordinator works closely with the Director of Admissions to strengthen the effectiveness and hospitality of the school's admissions program.

MAIN RESPONSIBILITIES AND JOB TASKS

Admissions Processing

1. Manage all new applicant files, including collecting student records and recommendations.
2. Enter new student data into the FACTS system and send acceptance notifications to parents.
3. Maintain accurate and current records in the FACTS Online Enrollment and Inquiry systems for the Spring Hill campus.
4. Schedule and administer admissions assessments using approved testing materials.

Communication and Events

5. Respond promptly to admissions inquiries, phone calls, and emails.
6. Conduct campus tours for prospective families.
7. Coordinate and participate in admissions events.
8. Create and distribute the Newbie Newsletter (designed in Canva) for new families.
9. Collaborate on new family engagement activities such as Popsicles on the Playground and the New Family Tailgate.

Campus Support

10. Partner with staff to support students transitioning to the Columbia campus for 7th grade.
11. Assist with planning and implementation of campus events such as Grandparents' Day and school programs.
12. Perform additional support duties as assigned by the principal.
13. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

KEY COMPETENCIES

1. The ideal Admissions Coordinator shall

- Have prior experience in admissions, customer service, or sales.
 - Have strong interpersonal, organizational, and written communication skills.
 - Have a proven ability to manage multiple tasks, meet deadlines, and work with minimal supervision.
 - Demonstrate sound judgment, professionalism, and discretion in handling confidential information.
 - Have a deep commitment to the mission and core values of Columbia Academy.
2. The Admissions Coordinator must demonstrate the following skills or achievements
- College coursework required; associate or bachelor's degree preferred.
 - Demonstrated accuracy and attention to detail in managing data.
 - Proficiency in Google Workspace (Docs, Sheets, Forms, Gmail).
3. The Admissions Coordinator must demonstrate the following personal attributes
- Be completely honest, trustworthy and dependable
 - Possess cultural awareness and sensitivity
 - Be flexible
 - Demonstrate a sound work ethic

MISSION ALIGNMENT

The Spring Hill Admissions Coordinator is expected to support the mission and core values of Columbia Academy and reflect a Christ-centered approach when interacting with families, students, and staff.

WORKING CONDITIONS

The Admissions Coordinator works primarily in an office setting with frequent computer use and interaction with families, students, and staff. The position requires attention to detail, accuracy in data entry, and occasional participation in events outside regular hours. Some periods of high activity and deadlines may occur during admissions seasons.