



**Chicago Christian Schools
Association Office**
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*A Christ-Centered Learning
Community that Pursues
Transformational Growth*

Associate Director of Admissions

Department: Admissions

Reports To: Superintendent

Classification: 12-month staff; exempt

Hours: Full-Time

Benefits: Applicable per designated classification

Job Summary: The primary objective of the Associate Director of Admissions is to create and communicate a compelling story about the mission and vision of Chicago Christian Schools. This message should lead all efforts to increase admissions applications and work in collaboration with the Association Advancement team. This role is also responsible for growing, developing, and maintaining an expansive network of church partnerships. These partnerships will serve as key pipelines for meeting our student recruitment goals and align with our vision to be of service to our communities. The Associate Director of Admissions will oversee the admissions/recruitment team and will collaborate closely with the Director of Mission Advancement, Athletic Directors, and Campus Principals.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

1. Admissions:

- Leads a seamless and efficient recruitment & admission process that includes: student interviews to determine mission-fit families for acceptance to CCS, counseling of families in the admission process, and ensuring that all materials, tours, events, and relationships are built based on the mission and values of CCS.
- Strategically plans and directs marketing and recruitment strategies, including generating new student prospects, creating printed materials, developing relationships with feeder schools, and hosting admissions events on campus.
- In collaboration with the Superintendent and Principals, streamline Admission policies and procedures with the goal of maintaining capacity enrollment of mission-fit students with a wait list of qualified applicants.
- Designs the best in industry strategies to increase student applications and maintain prospective student and family interest.
- Strategically plans all Admission events, working collaboratively with other departments to create experiences that increase the number of mission-fit applicants to Chicago Christian Schools.

- Along with other members of the Admissions team, conducts student interviews to determine mission-fit families for acceptance to Chicago Christian Schools.
- Manage the Admissions and Recruitment team

2. Community Engagement: Takes initiative to plan community-building events that foster pride, recognition, connection, and momentum both within our school community and in our surrounding communities.

3. Supports the work and success of the senior leadership team and provides support for school events and administrative jobs as requested.

4. Engages actively in professional development to remain current in best practices related to independent school enrollment.

5. Builds and maintains an extensive network of church partnerships that advance the mission of the school. These partnerships will create pipelines for student enrollment and credibility within the communities we serve. Intentionally plans events to engage with ministry leaders that create strong bonds with our community & church partners.

6. Spiritual Formation:

- Has a growing and vibrant relationship with Jesus Christ.
- Demonstrates spiritual maturity and desire to mentor and disciple students.
- Develops discipleship relationships with students

Qualifications: The Associate Director of Admissions must be a committed Christian and a faith-filled leader. The ideal candidate has proven success as an enrollment, recruitment, and admissions professional. This person is a strong collaborator who works well across departments. He or she has an exceptional ability to prioritize, manages others well, can serve as a point person, and has solid administrative skills. The ideal candidate is a self-starter with a strong work ethic who enjoys a challenge. He or she takes the initiative to solve problems and adapts to stressful deadlines. He or she has an exceptional ability to inspire, motivate, and empower. This leader will demonstrate spiritual maturity that radiates a passion for Christ and models a grace-filled, joyous, obedient life of one saved by grace.