

Admissions & Retention Coordinator OHP Campus

Reports To:	Director of Communications
Starting Date:	August 2026
Salary:	Commensurate with experience (Administrative Salary Schedule)
Work Week/Year:	250 Days, Year-Round
Requirements:	Bachelor's degree or equivalent combination of training and work experience. Requires a high degree of customer service skill, evidence of strong organizational, management, technology and administrative skills. Strong communications skills; written and verbal, the ability to work independently and as a member of a team.
Responsibilities:	Lead and implement student recruitment and retention strategies aligned with enrollment goals. Help cultivate a positive overall student experience and student culture. Manage the admissions and enrollment workflows and processes. Meet with and present to students, families, and educational partners. Collaborate with teachers to provide coaching related to recruiting and retention. Work directly with prospective and current students on program placement using YouScience. Monitor enrollment and retention data to identify trends and recommend action steps.
Application Deadline:	May 5, 2026
Apply:	https://jobs.redrover12.com/org/ohiohipoint