

SOAR

Admissions Director

Planning

Consult with DBO regarding Admissions goals and strategy

Administration / Organizational Operations

Enroll Academy, GAP, and Summer Programs

Oversee inquiry process, including response, tracking, conversion, etc.

Maintain communication with Educational Consultants (Ed Cons) re: enrollment, student updates, course information, etc. Send Eval/student materials at end of course when authorized by parents

Maintain and update professional database

Host Visitors on Base

Mail Thank You cards to all referral sources

Maintain Parent Reference list

Conduct and Coordinate School and Ed Con Visits

Attend Conferences (IECA, SBSA, Gap Fairs)

Process student applications using Admissions guidelines and consult other Directors as necessary

Send Acceptance Notification to all approved students

Manage Scholarship program to include collecting and reviewing applications, awarding financial aid

Respond to All Parents who submit evaluations

Participate in annual alumni follow-up phone calls

Coordinate Open House process

Attend Camp Fairs as needed

Conduct Parent Nights as needed

Conduct additional recruitment visits and events as needed

Support Development efforts

During non-summer months, monitor Admissions Email account. Respond to and distribute office emails as needed.

Programming

Assist as a member of summer registration Team

Take lead as Meet & Greet during summer and Academy Registration days

Coordinate with Academy Director regarding Academy Enrollment / grouping

Coordinate with GAP Director regarding GAP Enrollment / grouping

Participate in Family Weekends as needed

Additional responsibilities as assigned

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