

Augsburg Fairview Academy seeks a Student Recruitment Specialist & Admissions Coordinator

AFA is currently seeking a hard-working, passionate, goal-oriented leader to join our team as the Student Recruitment Specialist & Admissions Coordinator to begin April of 2018.

Job Description

The Student Recruitment Specialist & Admissions Coordinator is responsible for developing and implementing an annual student recruitment plan that aligns with Augsburg Fairview Academy's student enrollment goals. This position will report to the Executive Director and work closely with the Executive Team and all AFA employees to collectively recruit and enroll new students.

Essential Job Functions

- Work with the Executive Director to set, track and implement student recruitment plan to achieve student recruitment goals
- Coordinate and manage campus-based recruitment and enrollment activities
- Attend community events and present to local nonprofits and their constituents
- Follow-up with student applicants and track enrollment data
- Input, track, report, and analyze all data regarding student recruitment benchmarks and goals
- Communicate with existing families to enroll siblings and access local networks to support recruitment goals
- Develop new initiatives for student recruitment with local middle schools
- Communicate with prospective families to engage them in AFA's mission and provide clarity and consistency throughout the enrollment process
- Coordinate activities for AFA's student recruitment ambassadors during community events and community canvassing efforts
- Work with Executive Director to develop recruitment budget and make decisions about where to invest resources

Essential Qualifications:

- Experience in admissions coordination or recruitment
- Outstanding organizational skills and attention to detail
- Enthusiasm for youth and educational equity
- Knowledge of recruitment best practices
- Bilingual (Spanish or Somali preferred)
- Excellent interpersonal skills with both adults and students
- Demonstrated creativity, flexibility, and extreme patience
- Ability and willingness to collaborate in a team environment
- Ability to navigate complex challenges with a results-oriented mindset
- Respond well to feedback
- Fluent computer skills including word processing, spreadsheets, presentation and online communications
- Articulate, professional demeanor with strong self-confidence and initiative
- Demonstrated excellence in organizational and communication skills
- Understanding and belief in Augsburg Fairview Academy's unique mission and vision

Job Specifications:

- Salary/wages based on qualifications for this position and based on the Academy's salary schedule. AFA offers a collaborative and committed team of colleagues, and a comprehensive benefits plan including medical, dental, life, and retirement.

Application Process

Qualified, passionate and equity driven individuals should submit a cover letter, résumé, and three letters of reference to:

sarah.jergenson@afa.tc