****

**Admissions Liaison**

**Department:**  **Admissions**

**Reports To:** Director of Admissions

**Classification**: Non-exempt

**Prepared Date: 2019**

**Job Summary:** Reporting to the Director of Admissions, the **Wheaton Academy Admissions Liaison** supports the work of the Admissions Department by enthusiastically conveying the mission and benefits of a Wheaton Academy education to prospective families.

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

1. Build relationships with feeder networks, including but not limited to:
   1. Christian middle and elementary schools
   2. Christian-based and local sports organizations (FCA, Victory Sports, etc.)
   3. Local private middle and elementary schools and targeted public middle and elementary schools
   4. Local churches
2. Spread the word about Wheaton Academy through attendance at selected local festivals, fairs, businesses, etc. Enlist and manage volunteers to attend events when appropriate.
3. Make initial phone contact with prospective families who have been referred to Admissions.
4. Make follow up phone calls to prospective families after admissions events or visit days.
5. Maintain regular contact with Wheaton Academy ambassador parents to help foster networking relationships and recommendations.
6. Partner with Marketing Department to promote Wheaton Academy through various initiatives.
7. Assist with the planning and implementation of Admissions Events – Future Family Nights; Middle School Matinee; etc.
8. Train and manage volunteers to assist at events, make follow up phone calls, etc.

**Qualifications:**

The Admissions Liaison must be a spiritually sensitive individual who understands the mission and philosophy of Wheaton Academy, including the model of the *Living Curriculum TeachersSM*. He/she must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God’s truth. This individual must maintain active participation in a protestant evangelical church.

The ideal candidate will have a bachelor’s degree or equivalent from a four-year college. Experience in a Christian school or non-profit ministry is a plus.

Other desired qualifications include an unapologetic and passionate commitment Christian education; strong interpersonal skills; strong initiative; self-starter; organizational aptitude, including the ability to manage several projects at once and bring them to completion; energetic; comfortable both in front of an audience and behind the scenes; and the ability to work in a highly collegial fashion.

**Working Conditions and Physical Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.