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## Director of Admissions

**Employment Classification:** Part Time (20 hours)

### Primary Responsibility:

The Director of Admissions will collaborate with other members of the Messiah administrative team to increase enrollment at Messiah Lutheran School.

### Qualifications:

- A deep appreciation for and an ability to successfully articulate the mission, vision, and brand of Messiah Lutheran School.
- College degree in education, business, marketing, or administration is preferred.
- Desire and ambition to work in an organization that is evolving at an accelerated pace.
- Honesty, integrity, enthusiasm and perspective; a very strong work ethic, supported by commitment and follow-through.

### Responsibilities:

- Working with the administrative team to create and implement the admissions and marketing plan for Messiah Lutheran School.
- Being the point of contact for all new student inquiries.
- Guiding families through the enrollment process.
- Promoting Messiah Lutheran School in the community.
- Scheduling and conducting family tours, student shadows, and meetings.
- Serve as a resource to share best practices in the area of admissions and marketing with other Lutheran schools in the area.

### Accountability:

The Director of Admissions is directly accountable to the School Principal.

### Schedule:

20 hours a week during the school year and summer months. Days and hours are flexible from Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m. Occasional nights and weekends are required.

### To apply:

Submit a letter of interest and resume to Amy Malterer at [amalterer@messiahnetwork.org](mailto:amalterer@messiahnetwork.org)