

Director of Admissions

Job Summary

The Director of Admissions at Trinitas Christian School is responsible for leading the admissions process, engaging with prospective families, and promoting the school's classical Christian education model.

Qualifications

- Mature Christian faith with the ability to nurture it in students
- Strong communication, interpersonal, and leadership skills
- Detail-oriented with strong technology skills
- Ability to maintain discretion and confidentiality
- Eager to participate in the school's tight-knit community
- High level of Christian virtue and personal decorum to serve as a role model and mentor to students, parents, and fellow employees

Responsibilities

- Educate potential parents on the school's classical methodology, discipleship programs, and Christ-centered focus
- Serve as the primary contact for prospective families, managing the entire admissions process from first contact, including tours, evaluations, interviews, and enrollment
- Develop and implement tailored admission strategies to attract families aligned with the school's values, collaborating with the Development Director and Word of Mouth Marketing Team to generate leads
- Oversee the organization of admissions events, including planning and coordination of logistics and documentation
- Utilize Hubspot CRM systems and other technology tools to track applications, manage leads, and enhance the admissions process

Requirements

- Full agreement with the statement of faith, mission and vision, philosophy, and pedagogy of Trinitas Christian School
- Bachelor's Degree in Education, Communications, or a related field
- Proven experience in admissions, recruitment, or related fields
- Experience with CRM tools, preferably Hubspot, is desired

About Us

At Trinitas Christian School our goal is to provide an excellent education founded upon a biblical worldview. All subjects are taught as part of an integrated whole, with the Scriptures at the center, serving as the hub of all knowledge. As a result, students learn to interrelate and examine knowledge, allowing them to view their studies as a unified effort. The focus of this effort is to see God's sovereignty over all and to glorify Him.

What We Offer

- Competitive compensation based on education and experience
- Tuition discounts for children and grandchildren of faculty and staff members
- A supportive, Christian community rooted in an established, classical school fully accredited by the Association of Classical Christian Schools
- Opportunities for professional development and growth
- The famous white sand beaches of Pensacola Florida.