

Mariners Christian School Job Description

Title: Admissions Assistant

Start date: Immediately upon completion of hiring procedures.

Job type: Part-time (15 hours per week) Additional hours may be required during admission's high season, not to exceed 20/week

Schedule: To be determined by Supervisor

FLSA: Non-exempt Hourly

School Year Contract: 10-month position (mid-August through mid-June)

Starting Range: \$20-\$23 per hour or commensurate with education and experience

Reports to: Director of Admissions

Position Summary:

This role supports the overall functions and efforts of Mariners Christian School Admissions ensuring a smooth and positive experience for prospective families. Additionally, the Admissions Coordinator assists in supporting the enrollment and onboarding process for accepted families. Strong experience in administrative, organizational, technical, and relational skills is critical to success in this position and for the organization. The role serves as a part of the Admission's team, which is a collaborative team committed to promoting and protecting the MCS mission and core values. This position reports directly to the Director of Admissions.

ESSENTIAL FUNCTIONS:

- Process inquiries and applications ensuring accurate data entry
- Guide applying families through admissions process
- Manage applicant documents and files
- Support and conduct admissions assessments
- Schedule prospective family interviews
- Lead tours of prospective families
- Assist in planning and implementation of successful admissions events
- Support Advancement in new family onboarding
- Additional responsibilities as required and assigned by supervisor

QUALIFICATIONS:

- Similar experience preferred.
- Excellent written and verbal communication skills.
- Exemplary interpersonal skills.
- Proficiency in MS Office, Google Suite.
- Ability to learn and effectively use enrollment management software.
- Strong organizational skills with the ability to manage multiple tasks and prioritize efficiently.
- Ability to adapt to changing priorities and demands.
- Willingness and flexibility to work occasional non-traditional hours including weekends and evenings to accommodate and promote special events and programs.
- Strong organizational skills with the ability to manage multiple tasks and prioritize efficiently.
- Ability to handle deadlines and manage competing deadlines.
- Ability to adapt to changing priorities and demands.
- Willingness and flexibility to work occasional non-traditional hours including weekends and evenings to accommodate and promote special events and programs.

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Each employee of Mariners Christian School must:

- Have received Jesus Christ as his/her personal Savior, be able to articulate a relationship with Him, as well as provide evidence of regular church attendance.
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity
- Be in agreement with and sign the MCS Statement of Faith
- Have criminal history clearance expressly for MCS (Fingerprinting to be arranged at hiring)

Non-discriminatory policy:

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicant's race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

How To Apply:

You may download the MCS employment application here:

<https://marinerschristianschool.com/wp-content/uploads/2025/10/MCS-Staff-Employment-Application.pdf>

Please send a copy of your resume and MCS employment application to

hr@marinerscs.org