



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Admissions Officer

OFFICE/CAMPUS: Admissions/Sagert

REPORTS TO: Admissions Director

STATUS: 12 month, Exempt

PRIMARY PURPOSE:

The Admissions Officer is responsible for developing and coordinating the Admissions Program for the Middle/High School (MS/HS).

ESSENTIAL DUTIES/FUNCTIONS:

- Assist in the development and coordination of the Admissions program for the MS/HS.
- Receives applications for Admission.
- Set up orientations, interviews, and testing for admission candidates.
- Organize admissions committees for selection of candidates and send decisions in a timely manner.
- Counsel parents of candidates who have been refused admission.
- Assist new students with their adjustment to Hawaii Baptist Academy (HBA) by conducting a visitation day prior to the start of the school year.
- Work with the Bento Campus Elementary Principal on promotion of the 6th grade students.
- Assist the director in working with the HBA Senior Administration (President and Vice President) regarding total HBA enrollment and the budget.
- Assist Admissions Director in overseeing financial aid volunteer program for MS/HS.
- Represent the MS/HS on the financial aid committee.
- Work with the communications/public relations department to assist in developing advertisements, brochures, videos, and exhibits for promotion of HBA, its academic and Christian environment.
- Represents HBA, as directed by the Admissions Director, at monthly Hawaii Association of Independent Schools Admissions Directors' meetings and at school fairs and other schools' visitation programs.
- Supervise the MS/HS Admissions Secretary
- Attend regularly scheduled and special meetings.
- Ensure that the admissions guidelines/policies are followed.

OTHER DUTIES/FUNCTIONS:

- Substitute teaches as needed
- Other duties as assigned.
- SSAT (Secondary School Admissions Test) Chief Test on site Administrator. HBA is a designated test site for the December SSAT.

CORE COMPETENCIES REQUIRED:

- Christ-like Conduct: Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling: Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction and true fulfillment.
- Teamwork: Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus: Organizes and prioritizes resources to focus on and exceed customer expectations. Makes it "easy to do business with" HBA. Demonstrates understanding, helpfulness, sensitivity, and concern of the needs and feelings of external and internal customers.
- Effective Communication: Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation: Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the Registrar's Office and HBA.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problem or issue. Determines information needs and collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Is willing to take managed risks to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.

- Supporting and Leading Change. Participates in all aspects of both the organizational and - process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

WORKING CONDITIONS:

- Equipment and Software Use: Computer, tablets, mobile devices, copier, electric typewriter, calculator, and multi-line telephone. MS Office, Google docs/calendar, Finalsite, Sr. Systems, and Naviance.
- Work Hours: 7:30 a.m. - 4:00 p.m. Monday -Friday (8 hours/day). Some weekday after-hours and Saturday work may be required. Approximately eight Saturdays may be required, and three may be full days.
- Mental Demands: High attention to detail, concentration, and alertness. Ability to handle multiple assignments with minimal supervision; ability to retain and recall information, and works cooperatively with staff.
- Physical Demands: Majority of the job is spent sitting in a confined position. Most of the work requires periodic visual/mental concentration on work demanding precise eye/hand coordination. Setting up for testing, interviews, and orientations may require moving small equipment (e.g., screen, computer) and supplies (e.g., displays, yearbooks, refreshments).
- Social Demands: Ability to communicate with all stakeholders in a friendly and concise way.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination. Active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention preferred.
- Skills/Knowledge: Education background with classroom teaching experience, excellent verbal and written communication skills, and knowledge of school programs and policies. Ability to work with a variety of people; team player.
- Education/Training: Bachelor's degree required from an accredited university or college. Education major and Master's degree preferred.
- Experience: Minimum three years classroom teaching experience. Public Relations and Administrative experience a plus.