



Position Title: Senior Admissions Coordinator
FLSA Classification: Full-time – Exempt, 12-month schedule of duties, 100% FTE
Reports To: Head of School

The Senior Administrative Coordinator supports the full enrollment lifecycle—attraction, engagement, enrollment, and onboarding—ensuring a relationship-driven, high-touch experience for prospective and current families. As a key ambassador for Rolling Hills Prep, this role partners with marketing and communications leadership to advance strategic enrollment goals, strengthen market positioning, and maintain operational excellence in a competitive independent school environment. The position blends admissions management, relationship building, and consultative sales skills to guide families through thoughtful decision-making and drive enrollment outcomes.

Key Responsibilities

- Execute strategic enrollment initiatives to grow inquiries, applications, and yield.
- Manage admissions processes from inquiry through onboarding, including tours, shadow days, interviews, events, and personalized follow-up.
- Cultivate relationships with prospective families using a consultative, service-oriented sales approach to guide them through the admissions journey.
- Maintain and analyze admissions pipeline data; produce regular reports on funnel health, demographics, and conversion trends to inform recruitment strategies.
- Coordinate admissions events, outreach campaigns, and community partnerships; represent the school at fairs, conferences, and local events.
- Maintain CRM/database systems, calendars, and communications workflows to ensure seamless, professional experiences for families.
- Serve as a welcoming, knowledgeable resource to families while modeling professionalism, warmth, discretion, and cultural competency.

Other Considerations:

- Start Date: July 1, 2026
- Annual Salary Range: \$85,000-\$90,000



Qualifications

- Bachelor's degree required; 3–5+ years of admissions, enrollment management, sales, or related experience (independent school or education preferred).
- Demonstrated success in relationship-based or consultative sales, customer service, or recruitment environments.
- Strong analytical, organizational, and project management skills; experience with CRM/database tools and reporting.
- Excellent interpersonal, written, and presentation skills; ability to engage diverse audiences with empathy and professionalism.
- Ability to manage multiple priorities in a fast-paced environment and work occasional evenings/weekends.
- Commitment to supporting the school's mission and fostering a diverse, equitable, and inclusive community.

Physical Demands and Work Environment:

- Willingness and ability to work in a highly-demanding environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- Ability to travel safely and comfortably across a campus
- May work at a desk and computer for extended periods of time
- Be able to occasionally lift up to 30 lbs
- Work in both a traditional, climate-controlled inside environment and work in outside weather conditions consistent with San Pedro weather

EQUAL OPPORTUNITY EMPLOYER: No person shall, on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, disability/handicap, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination, harassment, or retaliation in the school's employment opportunities.