



WESTMINSTER CHRISTIAN ACADEMY

237 Johns Road/Huntsville, AL/35806

JOB TITLE: ADMISSIONS AND ADMINISTRATIVE ASSISTANT

POSITION OVERVIEW:

Westminster Christian Academy is seeking a highly organized, relational, and service-oriented Admissions & Administrative Coordinator to support the daily operations of the admissions office while also assisting key school administrators with executive and office coordination responsibilities.

Reporting primarily to the Director of Admissions, this position serves as a front-line ambassador for Westminster by welcoming prospective families, coordinating admissions visits and events, and helping create a responsive, hospitable, and Christ-centered admissions experience. The position also provides administrative support to the Head of School, Chief Financial Officer, and Director of Advancement through calendar coordination, communication assistance, visitor management, scheduling support, and general office operations.

This role is ideal for an individual who thrives in a fast-paced, highly relational environment and who demonstrates professionalism, flexibility, discretion, and a strong commitment to Christian education.

This is a full-time, non-exempt position that may occasionally require evening or weekend responsibilities associated with admissions events or school functions.

KEY RESPONSIBILITIES:

Admissions Support

- Serve as a welcoming first point of contact for prospective families, visitors, and admissions inquiries.
- Coordinate and schedule campus tours, shadow visits, admissions meetings, interviews, and event registrations.
- Maintain admissions calendars and coordinate schedules with administrators, faculty, coaches, student ambassadors, and families.
- Assist in preparing admissions materials, visitor packets, schedules, and event resources.
- Help coordinate admissions events including open houses, preview days, and family information sessions.
- Support smooth communication and coordination between prospective families and admissions personnel throughout the enrollment process.
- Work collaboratively with admissions team members to ensure a highly organized and responsive admissions experience.

Administrative & Executive Support

- Assist the Head of School, CFO, and Director of Advancement with administrative coordination and office support.
- Coordinate calendars, meetings, appointments, and scheduling requests for executive leadership.
- Welcome and manage visitors to the administrative offices in a professional and hospitable manner.
- Answer and route incoming phone traffic efficiently and professionally.
- Coordinate reservation and scheduling of conference rooms and meeting spaces.

- Assist with drafting, formatting, proofreading, and distributing correspondence, reports, and executive communications.
- Support administrative projects, event logistics, and communication workflows as assigned.

Office Operations & Collaboration

- Help maintain organized office systems, records, schedules, and communication processes.
- Coordinate effectively with admissions, advancement, finance, academic, and operational departments.
- Assist in maintaining a professional, efficient, and welcoming office environment.
- Participate in school events and meetings as requested.
- Perform additional duties as assigned by school leadership

QUALIFICATIONS:

Spiritual & Mission Alignment

- Demonstrates a clear Christian testimony and a mature, growing relationship with Jesus Christ.
- Fully supports the mission, philosophy, and values of Westminster Christian Academy.
- Exhibits professionalism, integrity, humility, discretion, and a servant-hearted attitude.

Education & Experience

- Associate's or Bachelor's degree preferred.
- Prior experience in administrative support, admissions, executive assistance, office management, or customer service preferred.
- Experience in a school, church, nonprofit, or highly relational service environment strongly preferred.

Skills & Competencies

- Excellent interpersonal, hospitality, and customer service skills.
- Strong verbal and written communication abilities.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to maintain confidentiality and exercise sound judgment.
- Strong proficiency in Microsoft Office, Google Workspace, email and calendar systems, and general office technology.
- Ability to work collaboratively with administrators, faculty, parents, students, and visitors.

EMPLOYMENT INFORMATION:

- Reports To: Director of Admissions
- Classification: Non-Exempt
- Schedule: Full-Time

Works Closely With:

- Head of School
- Chief Financial Officer
- Director of Advancement
- Advancement Office Personnel
- Admissions Support Personnel

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Responsibilities may be modified or assigned at the discretion of school leadership.

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Lower School
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