

Admissions Assistant, Full-Time

Summary:

The LCA Admissions Assistant is called to equip leaders for Christ in the role of connecting with prospective families from the initial inquiry stage through enrollment. The Admissions Assistant also serves as a member of the advancement team. Other duties may be assigned by the administration. Legacy Christian Academy, founded in 1967 as Xenia Christian Day School, is a private, college-preparatory, non-denominational PreK-12 school that seeks to equip leaders for Christ. Students meet admissions standards both academically and spiritually. LCA's 540 students come from a 5-county area. LCA is located on the historic site of the Ohio Soldiers' and Sailors' Orphan's Home, and facilities include four buildings: two academic buildings, a gymnasium, and a 750-seat auditorium. LCA also uses athletic fields located on the Athletes in Action campus, located within walking distance from the school. LCA is fully committed to maintaining an ethnically/culturally diverse faculty and student body within a biblical community.

Position Requirements:

- Full support for LCA's mission, vision, and core values
- Excellent people and networking skills
- Excellent written and oral communication skills
- Organizational and multitasking ability
- Ability to work both collaboratively and independently within a team context
- Ability to lead school walking tours, including stairs
- Comfortable with public speaking
- Availability for multiple evening and weekend events throughout the year
- Commitment to maintain appropriate confidentiality and professionalism
- Computer fluency, including Google Apps
- General administrative skills, including computer proficiency
- Obtain an ODE issued certificate to work in an Ohio nonpublic school prior to employment

Ideal Qualifications:

- 3 or more years of experience in admissions, development, sales, or customer service, particularly in a school environment
- Experience utilizing FACTS, Renweb, or a similar SIS management software
- Bachelor degree or higher
- Ability and interest in involvement in the LCA co-curricular program (related experience preferred)

How to Apply:

Interested candidates should submit a cover letter, [LCA application](#), resume, statement regarding *Equipping Leaders for Christ*, philosophy of Christian education, and personal Christian testimony to Mandie Passage, mpassage@legacyknights.org.