

INTERNAL/EXTERNAL POSTING:

10/22/2021

Mooseheart Child City and School, Inc.

Admissions Specialist

Reports to: Coordinator of Health Services Dept: Clinical Services

Status: Exempt Salary

Essential Functions:

The Admissions Specialist (Advisor) is responsible for the recruitment and facilitation of the enrollment process of new students to Mooseheart.

Specific Duties:

- Respond to all inquiries regarding admissions.
- Complete pre-screen interviews with potential applicants
- Plan and facilitate Mooseheart visits and tours for potential families, referral sources and members of the Moose fraternity
- Provide guidance to interested families/referral sources/Moose members on the submission of necessary application documents as well as all supporting documentation that will be required in order for the Mooseheart Admissions Committee (MAC) to render a decision on behalf of the applicant.
- Complete social history interviews with parents/guardians prior to submitting paperwork to the MAC
- Act as intermediary between the MAC and the parents/guardians
- Keep updated roster of students that have been accepted and are pending placement dates
- Contribute content for Moose Charities, the From the Heart publication, and social media platforms
- Coordinate with Moose International staff on ways to promote Mooseheart
- Facilitate the SEVIS process for international students who are accepted for placement at Mooseheart.
- Cooperate with the Interstate Compact for the Placement of Children (ICPC) process and ensure necessary paperwork is submitted to their respective states of origin.
- Other duties may be assigned by supervisor as needed

Internal Candidate must submit a letter of interest and resume to:
Sue Grafton, Coordinator of Health Services sgrafton@mooseheart.org

As is customary, please notify direct supervisor of intent to apply.

Position is open until filled.