Southern Teachers is assisting Second Baptist School (SBS) in its search for an Upper School Admissions Coordinator to introduce Upper School student life, including academic, arts and athletic programs, to candidates and their families. This person will foster relationships between SBS and feeder school counterparts and connect prospective families with other SBS departments.

Under the direction of the Director of Admissions, the Coordinator is responsible for building relationships with prospective students and families for grades 9-12 and guiding them through the admissions process through unique campus engagement, including school events and tours. This person will develop and execute a grade nine admissions plan to create a strong pool of mission-appropriate applicants; develop and execute admissions screening and process steps for candidates applying for grades ten through twelve; and develop, coordinate, and implement innovative admissions experiences showcasing the Upper School to candidates and applicants including tours, events and shadow visits with appropriate admissions, faculty, staff, and students. The Coordinator will help contribute to the strategic vision of the Office of Admissions, plan and organize decision meetings for Upper School candidates, and assist the Director of Admissions with the coordination of the Student Ambassador Program.

Qualified candidates will have at least three years of experience in independent schools or college admissions, exceptional written and verbal communications skills, and a strong desire to serve in a Christian college preparatory school. The Admissions Coordinator must have strong organizational and multitasking skills; mastery of Microsoft Office, Google Workspace, Blackbaud, and Trello; a strong Christian testimony; and a calling to serve as a positive Christian role model to students.

Established in 1946, Second Baptist School’s legacy spans more than 70 years. Students in pre-kindergarten through grade twelve enjoy distinctive academic, arts, and athletics facilities, as well as state-of-the-art technology tools in an environment that equips them to think critically, live biblically, and lead courageously to impact the world for Jesus Christ.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.