



Admissions Coordinator

12 month, Full-time, Non-Exempt/Hourly

Start Date: June 1, 2026

Job Summary

The Admissions Coordinator serves as a key member of the Admissions Department and supports Mount Notre Dame's mission through personable, responsive, and highly detail-oriented service to prospective and current families. This position is responsible for assisting with the planning and execution of admissions events, coordinating grade school outreach events, supporting the Student Ambassador Program, overseeing the school's EdChoice processes, and leading the coordination of the Summer Camp Program. The Admissions Coordinator reports directly to the Director of Enrollment Management, as well as working closely with faculty, staff, and families to ensure strong communication, accurate recordkeeping, and excellent follow-through across multiple enrollment-related initiatives.

Key Responsibilities

Admissions

- Plan and execute seven on-campus grade school events for prospective students and families.
- As a contributing member of the admissions team, provide planning and logistical support for admissions events, including Information Nights, Open House, Registration Night, Affordability Night, HSPT-related programming, and other enrollment events, which may require occasional evening and weekend hours.
- Co-manage the Student Ambassador Program for grades 9-12 in partnership with the Director of Enrollment Management and Assistant Director of Admissions by supporting the application and training process, tracking attendance for ambassador events, and coordinating ambassador requests from departments across the school.
- Provide a positive, welcoming first impression to families, students, and visitors.
- Respond to admission inquiries and support accurate data entry and record maintenance.
- Assist with additional responsibilities that support the success of admissions initiatives and daily operations.

EdChoice

- Manage Mount Notre Dame's Ohio EdChoice Scholarship Program and communicate with prospective and current families regarding the EdChoice process, requirements, deadlines, and next steps.
- Maintain detailed records and monitor application status to ensure timely follow-up.
- Collaborate proactively with the Admissions Office, Business Office, Testing Coordinator, and Attendance staff on all EdChoice-related matters.
- Run reports, track data, and maintain organized documentation related to EdChoice.
- Attend relevant webinars, workshops, and meetings related to EdChoice administration and updates.
- Attend admission events as the EdChoice representative.

Summer Camps

- Coordinate the planning and registration process for Mount Notre Dame's summer camps.

- Work with coaches, faculty, and staff to gather camp details including descriptions, dates, times, and logistics.
- Partner with Marketing and other internal departments for camp publications, advertising, and promotions.
- Manage the daily camp procedures including camp rosters, participant information, nametags, and communication materials.
- Conduct a formal training with coaches and instructors regarding camp logistics procedures.

Qualifications and Skills

- Bachelors degree preferred.
- Commitment to supporting the mission and values of Catholic education.
- Exceptional attention to detail and accuracy with strong organizational, planning, and follow-through skills.
- Ability to manage multiple timelines, deadlines, and moving parts simultaneously.
- Personable, professional, and welcoming communication style.
- Strong written and verbal communication skills.
- Ability to handle confidential information with discretion.
- Ability to work both independently and collaboratively.
- Proficiency in Microsoft Office and comfort learning school systems, Blackbaud, and the OHID EdChoice portal.
- Experience in event coordination, family communication, or school-based administrative work preferred.

Mount Notre Dame seeks to recruit, develop and retain the most talented faculty and staff from a diverse candidate pool. Our goal is to build a team that represents a variety of backgrounds, perspectives and skills and to reflect the learning community we serve.

Interested applicants should send their cover letter and resume to Director of Enrollment Management, Ms. Mia Lynd at mlynd@mndhs.org.

Mount Notre Dame is one of Cincinnati's oldest all-female Catholic schools founded in 1860 by the Sisters of Notre Dame de Namur. MND educates young women from more than 65 zip codes, representing over 100 different grade schools. MND continues to carry on a strong tradition of educational excellence with a current enrollment of over 600 students. MND offers 4 academic levels, 22 Advanced Placement® classes, 27 Honors classes and 13 College Credit Plus classes on our campus.