

SUPPORT & DEVELOPMENT

FLATIRONS COLLEGE ENROLLMENT & ADMINISTRATION MANAGER

REPORTS TO: DIRECTOR OF FLATIRONS COLLEGE

WORKS CLOSELY WITH: FLATIRONS COLLEGE STAFF, FLATIRONS CHURCH OPERATIONS

PROVIDES OVERSIGHT TO: ADMINISTRATION & ENROLLMENT NEEDS OF FLATIRONS COLLEGE

CLASSIFICATION: FULL-TIME

The Flatirons College Enrollment & Administration Manager works in filling the administrative needs of Flatirons College staff and students. This role must have a heart to walk along side college age students as they progress from enrollment to graduation and an administrative gifting.

PERSONAL QUALIFICATIONS / CHARACTERISTICS

- Submits their life to God and the authority of His Word.
- Models a commitment to developing the character of Christ and continual growth: spiritual, personal, professional
- Understands and embraces Flatirons vision and values.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to investing in the spiritual growth of others.
- Is a relational team-player and uses humor to connect with people.

PROFESSIONAL QUALIFICATIONS:

- Ability to communicate in written form and verbally.
- Able to prioritize and manage tasks.
- Great customer service.
- Knowledge of office management systems and procedures for Flatirons Church. (Rock, Salesforce, Calendly, Microsoft office)
- Willingness to be a professional role model and mentor to 18-24-year-olds.
- Must demonstrate a high level of trust and should be ever conscious of the need for a high level of confidentiality, exercise discernment and wise judgement.

PRIMARY RESPONSIBILITIES

- Manage all inquiries and information requests that come through the website.
- Receive all applications and process them according to the Flatirons College application pipeline.
- Track applicants and update status for leadership.
- Liaison with our contacts at SEU to track applicants' status.
- Support Flatirons College team with all facility requests and admin needs.
- Manage housing requests and connections.
- Submit all receipts and purchases.
- Other duties as assigned.