

STUDENT ENROLLMENT COORDINATOR

JOB DESCRIPTION

Title: Student Enrollment Coordinator

Qualifications: High School Diploma required; undergraduate degree preferred. Possesses at least 3 years of office experience, preferably in the educational and recruiting setting. Possess effective interpersonal skills and administrative skills; be a problem solver and be able to think outside the box. Proficiency in Microsoft Word programs, Excel Spreadsheet, and has strong records keeping skills at a minimum volume HR level to student confidentiality. Possesses the ability to collect payments and process quarterly audits aligned with the needs of the Enrollment Services Center.

REPORTS TO: Director of Enrollment Services

JOB GOAL: Carry out the mission of the school by remaining responsible for all enrollment supporting tasks regarding records, student accounts, and billing. This role supports daily activities of the Enrollment Services Center, including but not limited to: customer service to prospective and current parents/guardians, students, vendors, and school staff.

PERFORMANCE RESPONSIBILITIES:

- Assume a share of support to the Director of Enrollment & Edchoice Coordinator
- Assume a share of supervisory responsibilities expected of all school staff members.
- Provide phone support during established business hours of 7:00AM-3:00PM Monday-Friday.
- Provides support in the FACTs management SIS and Tuition Management Systems and/or supporting services utilized in enrollment and billing for student accounts.
- Proficiency in Microsoft Word programs, to include Excel Spreadsheet.
- Performs testing to all incoming and outgoing students, along with sharing test scores to all unities required.
- Training and Proficiency in Records keeping and Records Requests.
- Training and proficiency in filing and organizational skills to offset all administrative needs to support staff, families, and students.
- Attend and Assist Coordinate all student enrollment events (i.e. Open House, Future Student Friday, Welcome Wednesday, Warrior Welcome Days, and recruiting planning.
- Streamlines Records Requests and processing for incoming and outgoing students.

- Engage with Enrollment Team to share ideas, seek recruitment opportunities, and produce results in enrollment each open enrollment season and during off season as well.
- Respond to all prospective family inquiries in a timely manner.
- Receive and process credit card payments.
- Manage weekly, monthly, and quarterly audits assigned by Director of Enrollment
- Process month end and billing reports for the Finance Manager and Head of School when needed, with training provided.
- Work with others in the school community to support each student's emotional well-being.
- Utilize effective and professional oral and written communication skills.
- Performs all other duties as assigned by the Director of Enrollment services and Head of School.