

TITLE: Enrollment Technician

POSITION DESCRIPTION:

This position will perform registration and enrollment procedures, preparing reports, conducting data analysis, and creating procedures

BASIC FUNCTION

Under general supervision, to assist the Enrollment Center Manager

SPECIFIC FUNCTIONS:

- designing spreadsheets, Word documents, PDF forms, and databases;
- assist in creating and modifying registration and enrollment procedures used by the department and school personnel;
- interfacing with the public in person, on the telephone and electronically to answer questions and explain procedures;
- processing records and transcripts;
- making decisions based on established policies and procedures;
- gathering, reconciling, and disseminating information to appropriate schools and district personnel;
- maintaining security of confidential information;
- performing related duties as assigned;
- excellent organizational skills and exceptional attention to detail and ability to meet schedules and timelines;
- keyboard at a rate of 50 words per minute from ordinary transcript of printed material;
- understand the complexities of computers and printers;
- apply district rules and policies related to student registration and enrollment;
- interface well with the public orally and in writing;
- perform clerical work in creating and maintaining accurate district reports;
- work effectively with constant interruptions;
- establish and maintain effective, cooperative and professional working relationships with those contacted in the course of work;
- apply sound judgment in identifying and resolving problems;
- meet mental requirements necessary to carry out these tasks;
- meet physical characteristics in compliance with American Disabilities Act (ADA).

KNOWLEDGE AND ABILITIES:

- Five years of experience and demonstrated high proficiency with Word/Google Docs, database applications and/or Student Information systems, Excel/Google Sheets, PDF apps, cloud-based apps, web-based apps, Outlook, and other applications
- Public Education systems such as laws, policies, practices, and registration and enrollment processes;
- office methods and equipment, including computers and ancillary equipment;
- English usage, spelling, grammar and punctuation; letter and report writing; answering telephones and relaying messages;

QUALIFICATIONS:

- Equivalent to an A.A. degree or higher required.
- Five years of experience and demonstrated high proficiency with Word/Google Docs, database applications and/or Student Information systems, Excel/Google Sheets, PDF apps, cloud-based apps, web-based apps, Outlook, and other applications

- Three years of progressively responsible clerical experience.
- History of satisfactory employer evaluations.
- Successful experience demonstrating tact, courtesy, positive attitude and maintaining cooperative relationships with those contacted during the course of work.
- Bi-lingual preferred (Spanish)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is required to use a keyboard at least 80% of working hours. The employee frequently is required to reach with hands and arms. The employee is frequently required to sit and occasionally required stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to noisy.