



<b>Job title</b>	<i>Student Enrollment Coordinator</i>
<b>Reports to</b>	<i>Executive Assistant</i>

### **Job purpose**

The Student Enrollment Coordinator is responsible for all student enrollment tasks and activities for the portfolio of Ignite Achievement Academy. The Student Enrollment Coordinator will work closely with Ignite leadership and Ignite students and families to collect and maintain student enrollment data and records.

### **Duties and Responsibilities**

- Manages student enrollment process.
- Collects student information and records.
- Enters and manages enrollment data in student information system.
- Organizes and maintains student files.
- Supports student recruitment strategy and activities.
- Assigns scholars to teachers and courses in the student information system.
- Serves as the liaison for all parent enrollment questions.
- Attends enrollment training as needed.

\*Other duties as assigned

### **Qualifications & Skills**

- High School Diploma or GED
- Experience with data entry and management.
- Demonstrated success in working in a team environment.
- Superior verbal and written communication skills.
- Adaptable to shifting priorities.
- Ability to relate to a diverse population.
- Possess strong organization and time management skills.
- Possess strong customer service skills.

### **Physical requirements**

- Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

### **Compensation**

- IAA will offer competitive pay and benefits.
- Ignite Achievement Academy is an Equal Opportunity Employer that hires without consideration
- to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.