

Position Title: Academic/Admission Data Coordinator
Date Modified: October 2017
FLSA Classification: Non-Exempt
Position Reports to: Director of Admission and Financial Aid
Position Purpose: To serve as an integral part of the admission staff and assist with maintaining multiple databases for Saint Edward's School.

Essential Functions:

General

- Must demonstrate and support the School's *Mission*.
- Must have the ability to get along with and deal effectively with all school personnel and school families, as well as the larger business and educational community.
- Willingness to perform in a manner that reflects positively on Saint Edward's School.
- As a member of the SES team, perform all other duties as requested by the Head of School or other Administrators.

Administrative Duties:

- Maintain a complete understanding of all aspects of the school's student data systems
- Coordinate the various steps for completing student enrollment and withdrawal
- Coordinate with Registrars to maintain course and grade information
- Assist Registrars as needed with academic year course/class setup and scheduling
- Assist Upper School Registrar as needed with online course request setup
- Assist others as needed with designing and maintaining online forms
- Coordinate with Registrars to complete end-of-year processing for all student data system
- Assist parents/prospective parents with online issues as needed
- Work with others, including outside vendors to manage and support data integration for external systems such as emergency notification, testing, financial aid, food services, and parent conferencing
- Assist others with data exports/imports as needed
- Work closely with the School's Admission and Financial Aid Offices to help manage enrollment/re-enrollment contracts, financial aid, and immigration processes along with assisting with reporting statistics
- Prepare/present administrative reports as needed

Preferred Qualifications:

- Minimum of three years experience in related field
- Well versed in Blackbaud's ON products, preferred
- Strong working knowledge and experience with office applications such as email, Microsoft Word, Microsoft Excel, and Google Docs
- Strong organizational, analytical, and communication skills
- Personal characteristics include enthusiasm, self-confidence, good judgment, decisiveness, tact, sense of humor, warmth and sociability.
- Bachelor's degree in related field

Physical Requirements and Work Environment:

- Works at desk and computer screen for extended periods of time.
- Must be able to operate office equipment.