



STAFF JOB DESCRIPTION

Position/Title: Database Coordinator
Reports To: Director of Enrollment Management

Laurel School is seeking talented staff who want to join an environment where our students are first and staff strive to make a difference in their lives. We seek to attract culturally and academically diverse staff who thrive on being engaged participants in our academic community. The most successful candidates see opportunities before problems and can laugh at themselves while succeeding in a fast-paced, forward-thinking educational environment. Laurel lives its mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to dream, dare, and do.

Position Summary:

The Database Coordinator provides administrative and database support to the staff in the department with a focus on the database, mailings and financial aid.

Duties and responsibilities include:

- Manage all aspects of the Admissions Office database, consistent with the data integrity of all school offices
- Create and manage student application files
- Retrieve and distribute online applications to appropriate admissions personnel
- Process all aspects of paperwork associated with application and generate applicant status emails
- Generate admission office queries for reports as requested by Director
- Generate inquiry letters for families inquiring to Laurel
- Manage event registration in database
- Coordinate financial aid mailings
- Coordinate financial aid database system (SSS) and applicant files
- Generate financial aid notification letters and mailing
- Review all financial aid files to ensure all parts of the file are accounted for
- Support reenrollment process
- Other duties as assigned

Required Qualifications:

A bachelor's degree and 1-3 years database experience is required. Additional qualities should include:

- Experience with OnBoard/Blackbaud, Education Edge a plus
- Proficient in Microsoft Office specifically with mail merge, labels and formatting of letters
- Excellent organizational skills with ability to multi-task and prioritize work
- Excellent interpersonal, communication and listening skills
- Commitment to and ability to execute superior customer service
- Accuracy, attention to detail and ability to follow through
- Ability to work independently and as part of a team

Salary

Laurel offers competitive compensation and a comprehensive benefits package.

To Apply

Interested candidates are encouraged to review Laurel's curricular philosophy at www.laurelschool.org. To apply for the position, please send the following to the address below:

- Cover letter reflecting why Laurel may be the best community for you and/or information on how you could further the goal of a culturally or academically diverse environment
- Current resume
- Completed application (see website)

No Phone Inquiries Please

Database Coordinator
Attn: HR, Miriah Seckel
Laurel School
One Lyman Circle
Shaker Heights, OH 44122

Please see www.laurelschool.org for further information and a job application.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.

Work Environment:

Laurel School is a dynamic, forward-thinking, K-12 girls' school, with a co-ed pre-primary division where every child is well known.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative, and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.