# Enrollment Coordinator

**Responsibilities:**

* Establish presence in the community for outreach and recruiting purposes;
* Provide enrollment counseling for incoming students and families;
* Serve as liaison to parents and facilitate parent education and involvement;
* Counsel students and families through the appropriate application process for high school and/or college entrance;
* Assist students and faculty with student admission testing preparation, financial aid and completion of high school/college applications and essays when applicable;
* Establish rapport with local and regional high schools and/or colleges;
* Facilitate workshops and seminars about high school and/or college options.

**Qualifications:**

* BA/BS degree in education, counseling or related field;
* Demonstrated experience working with under-served or at-risk students;
* Demonstrated strong oral and written communication skills;
* Ability and willingness to travel;
* Demonstrated ability to exhibit strong interpersonal skills with students, parents and administrators;
* Demonstrated ability to facilitate workshops.