

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.