



# JOB DESCRIPTION

## Admissions Assistant/Registrar Job Description

**Job Title:** Admissions Assistant/Registrar

**FLSA Status:** Non-Exempt

**Salary:** Full-Time, Hourly, Base rate: \$21.02

**Reports to:** Admissions Director

**Effective date:** September 8, 2020

**Summary:** Admissions Work: Provide administrative support to the Admissions Director, including maintaining application and inquiry files, maintaining supply of Admissions materials as needed, fielding initial inquiries when necessary, providing assistance with tours as needed, distribution of correspondence with applicants and students, maintenance of education resource files, and assistance at all Admissions events including hospitality and set-up/break-down. The Admissions Assistant will assist the Director in facilitating additional school events as requested by the Administration. Registrar Work: Develop, document and conduct procedures necessary to ensure that the enrollment, registration and ongoing documentation of student's files from playgroup through grade 12 are efficient, accurate and up to date. Maintain all Title 22 filing requirements.

**Essential Functions:** *This list is meant to be representative, not exhaustive.*

### Admissions

- Maintain admissions and inquiry files – paper and digital – using TADS
- Assist with fielding admissions inquiry phone calls, as instructed by Admissions Director
- Assist with coordination and implementation of admissions events (open houses, tours, orientation meetings)
- Assist with the distribution of correspondence to potential students, applicants and current students
- Maintain education resource files
- Maintain supply of Admissions materials
- Attend private school fairs and Admission events as requested by the Admissions Director

### Registrar Responsibilities

- Set up and organize online enrollment and registration with the Business Manager in TADS.
- After registration is complete transfer and move up all existing students into the next grade from TADS to BigSis
- Provide preliminary rosters to teachers after enrollment
- Provide any updates and changes for parent, student or emergency information to administrative assistant. (taken care of by upload)
- Create new student files and assure existing student files are complete and current, including all emergency contact information and Title 22 requirements

- Create, update and maintain playgroup rosters
- Provide student transcripts, in a timely manner, as requested
- Mid and year end reports organization, distribution and management
- Attend administration meetings
- BigSis administrator

**Required Education and Experience:**

This position requires a familiarity and understanding of Waldorf Education and the principles on which it is based. Outstanding verbal and written communication skills are essential, as is the ability to organize and multi-task. This person must be detail-oriented as much of the work requires careful data entry. The ability to maintain confidentiality is a must. Must be proficient in Microsoft Word, Excel, and have a solid foundation of computer proficiency. AA degree or equivalent preferred. This position requires someone who is able to take direction with a strong spirit of teamwork.

**General Agreements:**

1. Supports the Mission and Objectives of WSOC
2. Understands and adheres to the need for confidentiality
3. Does not gossip or share information about others or participate in spreading rumors at any time
4. While at work, does not engage in personal conversations or other sensitive business activities in the presence of school families
5. Completes assignments with a positive attitude, following accepted procedures and practices even when workloads and demands are high
6. Demonstrates a clear ability to work with others to achieve a common goal
7. Presents a professional appearance in dress and grooming
8. Adheres to the attendance policy

**Physical Demands:** The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit for long periods. The employee must frequently reach with hands and arms. The employee occasionally is required to use hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both outdoors and indoors. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy with constant foot traffic near the workstation.

Working hours are Monday through Friday from 8am to 4:30pm, and evenings and weekends as needed/requested. Employee will work year-round with reduced summer hours.

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee understands the requirements, essential functions, and duties of the position. Employment subject to fingerprinting and background check

Employee \_\_\_\_\_ Date \_\_\_\_\_