

Registrar/Academic Coordinator

Status: Exempt, Full-Time
Calendar: Calendar Year

Overall Objectives

Responsible for overseeing all aspects of student enrollment, admissions, withdrawals, and maintenance of student records for the school, and provide administrative support to Academic Director

Principal Roles & Responsibilities

Student Enrollment

- Prepares and maintains enrollment spreadsheets and applications.
- Assists in all aspects related to the enrollment lottery processes.
- Maintains waitlist information and enrolls students accordingly.
- Maintains and processes records for transferring in or withdrawing students.
- Completes file transfers for graduating students as requested.
- Prepares enrollment reports for Executive Director.

Student Recordkeeping

- Enters and maintains student record items into school technology system.
- Maintains master student class rosters electronically.
- Maintains all permanent cumulative files for all students in the school.
- Uploads student information to the Minnesota Automated Reporting Student System (MARSS) and complies with all reporting required by Minnesota Department of Education and Friends of Education.

Administrative

- Provides general administrative support to Academic Director in the areas of scheduling, ordering and purchasing instructional materials, maintaining academic/curriculum related shared-drive content, reviewing and preparing documents and correspondences, and responding to academic/curriculum inquiries.
- Weekly reviews and edits of Chinese Immersion Classroom teacher newsletters and Academic Director's Curriculum Corner.
- Attends grade-level team meetings in place of the Academic Director as required.

Communication

- Communicates the student ADM on a monthly basis with outside accounting firm.
- Maintains academic, curriculum, and enrollment information on school website.
- Is point of contact for teacher absences that require substitute replacements.
- Collaborates with Academic Director to internally cover teacher absences and/or seeks outside teachers from agencies.
- Works with internal staff to coordinate and execute academic events.
- Receives calls from Mandarin teachers needing assistance in their classrooms and contacts appropriate staff to address the issues.
- Attends staff meetings.
- Serves as resource for teachers in place of Academic Director as needed.

Professional Conduct

- Must model and encourage all behavior outlined by the Board approved Professional Conduct Policy
- Maintains a professional image; completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals; requiring minimum supervision and direction.
- Takes responsibility for own actions; ensures a positive working environment for all staff.
- Demonstrates a commitment to the organization.

Recommended Qualifications

- Minimum Bachelor's degree required, Master's degree preferred. Experience working in a school environment and/or as an administrative assistant.
- Bi-lingual in Mandarin Chinese and English.
- Working knowledge with the Minnesota Department of Education reporting requirements and software systems preferred.

Employee Requirements

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

Salary: Competitive, performance based increases, generous benefits package

Start Date: ASAP

Contact: Send Cover Letter and Resume via email to HR@yinghuaacademy.org

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