

Registrar/Business Office Assistant

Status: Exempt, Full-Time

Calendar: Calendar Year

Overall Objectives

Responsible for overseeing all aspects of student enrollment, admissions, transfers, and maintenance of student records, preparing enrollment and student information reports, and providing administrative support to the Business Office.

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 as required.

Student Recordkeeping

- Enters and maintains student record items into student information system (Infinite Campus).
- Prepares and maintains master student class rosters electronically.
- Maintains all permanent cumulative files for enrolled students.

Reporting

- Ensures accurate student information uploads to the Minnesota Automated Reporting Student System (MARSS).
- Compiles all student information reporting required by Minnesota Department of Education, Friends of Education, and other entities.

Administrative

- Provides general administrative support to the Business Office: preparing invoices and deposits, maintaining records, and compiling reports.

Communication

- Communicates with prospective families regarding applications, enrollment, lottery results, and waitlist questions.
- Works with parents to maintain up-to-date student information.
- Communicates with other school districts regarding student transfers and out-of-district enrollment issues.
- Collaborates with IT Manager and Academic Director regarding student placements/class assignments in the student information system.
- Works with Business Manager to complete required tasks.

- Coordinates with staff to execute enrollment related events.
- Attends staff meetings.

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 preferred.
- Working knowledge with the Minnesota Department of Education reporting requirements and software systems preferred.

Employment 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

To apply: Send Cover Letter, Resume, and Application for Employment to HR@yinghuaacademy.org