



## **Enrollment Coordinator and Business Services Administrative Assistant**

Department: Business Services/District Office  
Supervisor: Director of Business Services

Duty Year: 260 days  
Status: Non-Exempt (Union)

### **Position Overview & Responsibilities**

Responsible for providing centralized enrollment for new resident and non-resident students in the District. This position will serve as the first point of contact in the District Office and will also provide administrative support for the Business Services department.

- Provides information and support to families navigating the application and enrollment process for general enrollment, open enrollment, alternate school attendance and homeschooling.
- Administers and updates online program and student information system with any additions or changes to student enrollment in and out of the District.
- Reports student enrollment data to state on behalf of the District.
- Provides administrative support to the Director of Business Services and Business/Finance Department including assisting with data entry and related clerical functions for accounting, payroll, and accounts payable.
- Provides general reception duties and office support including answering and directing phone calls, greeting guests, data entry and word processing, filing and copying, and preparing/sorting mail.
- Maintains cleanliness and presentation of District Office.
- May assist with other clerical tasks as needed within the District Office.
- Performs other related duties as assigned.

### **Requirements & Qualifications**

High school diploma or equivalent is required. Business college or previous equivalent clerical experience is strongly preferred.

### **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the Director of Business Services and with several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.



# ST. MICHAEL - ALBERTVILLE SCHOOLS

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- Strong organizational, task management, and time management skills.

## **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.