

Job Title: Enrollment & Data Specialist
Classification: Special Term
Work Schedule: Flexible schedule (700 hours per year) – Some evenings required
Pay Rate: \$8.50 - \$10.75 per hour

Summary

Manages the intake, enrollment, and progression of grant-funded non-credit HSE programs. Performs varied clerical duties pertaining to literacy student records and e-data reporting under the general supervision of the Adult Education Site Supervisor. *Position contingent upon grant funding. Grant funded through June 30, 2018.

Essential Duties and Responsibilities

- Manages waiting list and invites students into orientation and placement testing to fill available seats and meet enrollment standard
- Administers orientations and placement testing
- Assists with registration of students
- Takes/returns phone calls and emails, prepares mailings, and communicates with current and prospective students while maintaining confidentiality
- Maintains assessment supplies
- Undergoes assessment and data training as required by the Department of Education
- Enters statistical information into e-data system, produces reports (weekly, monthly, quarterly, etc.) as directed or needed
- Maintains accurate student files including registration, evaluations, goal sheets and e-data etc.
- Maintains program databases.
- Assists with various projects on an ongoing basis
- Phone interaction with instructors, students, and clients as required
- Performs other duties as may be assigned
- Keeps track of enrollment benchmarks to ensure compliance with grant funding
- Stays current on Department of Education policies regarding assessment and intake practices
- Follows up on attendance as needed
- Monitors transfer of students and makes sure that systems accurately track students who transfer from one class to another
- Performs other duties as may be assigned

Qualifications

Minimum requirement include a High School Diploma and some experience with administering assessment testing and providing coordination support. Associates degree preferred. Strong computer and organizational skills required. Computer skills, including Intermediate to Advanced level Access and Excel skills. Ability to be cooperative, pleasant, and tactful. Excellent oral and written communications. Experience or knowledge of customer service. Ability to perform in a highly efficient manner while handling multiple tasks. Ability to work with minimal supervision. Must possess a high level of the following work skills and behaviors; teamwork/cooperation; initiative, customer services, and commitment to continuous professional growth in skills and knowledge.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The noise level in the work environment is usually moderate.

**If interested, please submit a cover letter and resume to Heather Mullen – Position open until filled.
Please indicate the position that you are applying for in your cover letter.**

E-mail: hmullen@carboncti.org (Subject line: Enrollment & Data Specialist)

Fax: 570-325-4710

Mail: 150 West 13th Street, Jim Thorpe, PA 18229