



Director of Enrollment

JOB TYPE: Full-Time/Year Round/Salaried

TEAM: School

REPORTS TO: Superintendent

KEY WORKING RELATIONSHIPS IN ADDITION TO SUPERVISOR:

Superintendent, Business Office, Principals, Directors, Teachers, and Parents

POSITION SUMMARY:

The primary focus of this position will be to direct all student enrollment and coordinate the Milwaukee Parental Choice Program at St. Marcus.

QUALIFICATIONS:

- Alignment with St. Marcus Core Values - Christ First, Biblical Discipleship, Sacrificial Love and Radical Expectations
- Bachelor's degree from an accredited college or university with a preference in business administration, finance or nonprofit management
- Required criminal history background check, physical, and proof of U.S. citizenship or legal resident alien status
- Minimum of 2 years leading teams and projects

POSITION COMPETENCIES:

- Highly organized, detail and task-oriented
- Proven track record of long-range planning
- Excellent professional communication skills, in person, on the phone, and in writing
- A collaborative spirit with excellent teamwork skills are a must
- Ability to problem solve challenging situations
- Proven ability to work independently and multi-task in a fast-paced environment
- Strong computer skills including Microsoft Excel and Word, the entire Google Suite of products (mail, docs, sheets, calendar, drive, forms), and databases (Procare, ME, and Skyward preferred)
- Ability to work overtime in February, March and August as needed for open enrollment is required

POSITION RESPONSIBILITIES:

- Direct all student enrollment and coordination of the Milwaukee Choice Program at St. Marcus including monthly open enrollment, annual open enrollment, direct certification, and coordination with the Director of Students Services for the Special Needs Scholarship Program
- Keep precise and accurate enrollment records for the Wisconsin Department of Instruction
- Communicate in a timely and professional manner with parents and teachers regarding student enrollment
- Prepare for and lead the St. Marcus team during the bi-annual Wisconsin Department of Instruction audits
- Ensure accurate entry and updating of student information into databases
- File and maintain enrollment paperwork
- Maintain a daily roster of student enrollment

- Input and verify Skyward data for student/family accounts
- Communicate with database manager regarding student databases
- Provide oversight and management of the Enrollment & Food Program Coordinator
- Other duties as assigned

WORK ENVIRONMENT CHARACTERISTICS/CONDITIONS:

The work environment characteristics described here are not listed in order of importance and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

1. Occasional work that may extend beyond the normal workday
2. Occasional exposure to blood, bodily fluids, and tissue
3. Many situations that require hand motion, e.g., computer keyboard, typing, writing
4. Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
5. Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

BENEFITS

St. Marcus offers health, vision, prescription and retirement benefits to all employees that work 20 hrs or more per week for 5 months or more in the year.

- Health plan that includes medical, vision and prescription drug coverage. For Full-Time/Year Round/Salaried positions, 100% of premiums are paid by St. Marcus.
- Long-term disability coverage
- Group term life coverage (100% responsibility of employee)
- Dental (100% responsibility of employee)
- Health Reimbursement Account (when enrolled in the Health Plan)
- 403b Retirement Plan with up to 2% matching, no vesting required and deductions are pre-tax
- For staff that are WELS Called workers:
 - the WELS organization also offers a Pension Plan
 - Staff that are defined as a Minister of the Gospel, can also receive additional tax benefits
- Free Before and Aftercare
- Reduced tuition for children of staff
- Tuition reimbursement for relevant & approved classes
- 3 Weeks PTO to be used for vacation and personal time as this position does not follow the St. Marcus school schedule.
- 10 Holidays

TO APPLY: Please send resume and cover letter to Sandy O'Brien (sandy.obrien@stmarcus.org).