



Title: Enrollment Coordinator: Full time exempt. Hours: September – May (T-Sa: 8:30-5); June – August (M-F: 8:30-5); Salary: Range \$27,000-30,000 annually; Full health and dental benefits.

BACKGROUND

The mission of Saturday Academy (SA:established in 1983; www.saturdayacademy.org) is to engage children in learning with sufficient depth that they will become life-long learners. To do this we provide out-of-school time hands-on science classes and summer day camps, an afterschool program to Title 1 low income schools, an in-school accelerated learning program for talented and gifted students (LEAP), and a high school apprenticeship in science and engineering (ASE) program. The instructors are experts in their fields so that children learn that adults are guides to learning and careers. In its twenty eight year history SA has served over 160,000 students. SA partners with over 60 institutions each year that provide computer and science laboratories, space, or mentorships. SA is affiliated with the University of Portland and our headquarters are on the UP campus in North Portland.

THE POSITION

The Enrollment Coordinator is responsible for assisting students, parents, instructors, and internal staff with all aspects of the enrollment process. As the first point of contact for the public, this position acts as an information specialist and is responsible for answering questions concerning class content, availability, and enrollment policies. The position works in all areas of enrollment, including getting applications, processing payments, entering students into the database, communicating with students and instructors about their classes, and maintaining files. The position also assists with on site class starts and other support activities for classes held throughout the greater Portland area.

The successful candidate should enjoy helping people and have a commitment to education in addition to having excellent data entry proficiency, word processing and spreadsheet skills, and a good customer service manner. Specific duties include:

- Acts as an information specialist and customer service representative for the classes programs, as well as helps direct phone or email inquiries about SA programs or activities.
- Downloads or receives hard copies of class registrations.
- Enters registrations into the database.
- Creates and mails notification letters/emails.
- Keeps students and parents informed of any changes in class logistics.
- Notifies students and instructors of class cancellations.
- Maintains class enrollment files, and waitlists.
- Enters catalog requests into database and mails material requested in a timely manner.
- Tracks return and entry of feedback forms.
- Tracks vouchers and requests for tuition assistance.
- Checks and insures answers are sent to inquirers using the general email account.
- Prepares and delivers rosters and instructor packets.
- Participates in weekly operational meetings with the Director of Classes and with the Director of Operations on all aspects regarding program status.
- Assists in tracking and acquisition of classes supplies.
- Manages the use and return of instructor supply kits.
- Works closely with the weekend Campus Assistant.

- Creates memos and other correspondence.
- Assists with class starts as needed.
- Assists with catalog proofing, editing and quarterly catalog mailing to local school districts..
- Maintains map and direction files.
- Processes electronic payments and prepares check deposits.
- Attends SA staff meetings, events, and activities
- Represents SA at outside events as needed.
- Assists other departments and programs as time permits.
- Receives & distributes inner-office mail.
- Works closely with Director of Operations to maintain office and storage organization.

REQUIREMENTS:

- College education, BA/BS or comparable degree
- Excellent computer skills with experience in Access or other databases.
- Excellent organizational skills.
- Commitment to provide excellence in customer service to both internal and external contacts.
- Experience interacting with diverse groups of people.
- High level of oral and written communication skills.
- Demonstrated interest in non profit missions and a commitment to Saturday Academy.
- Access to a reliable vehicle for material delivery or class starts.

TO APPLY:

1. Send a resume and cover letter to Dr. Jeri Janowsky, Executive Director, Saturday Academy at email: jeri@saturdayacademy.org. Please use the subject line "Saturday Academy Enrollment Coordinator". Confirmation of the receipt of your email will be sent to the email address you use to submit your application.
 2. In your cover letter, explain why you were compelled to apply for this position, and how your experience and talents fit the criteria shown above.
 3. Review of applications will begin immediately and continue until the position is filled. However, the final date for submission is 12:00 noon on Wed. December 14th, 2011.
- *For further information visit the website at: **www.saturdayacademy.org***