**Registrar**

**Reports to**: Campus Director

**Indirect**: Campus Office Manager

*Responsibilities Include, but are not limited to:*

**General Responsibilities**

ALA Monroe’s mission is to provide the best educational experience, to as many students as possible, in a moral and wholesome environment. Our vision is to Learn, Lead, Change the World!

As a Registrar, responsibilities include but are not limited to:

* Responding to inquiries from incoming students and families regarding registration and enrollment.
* Maintaining accurate records within the Student Information System (Power School).
* Reviewing student files for accuracy and ensuring all necessary documents are obtained for compliance purposes.
* Assisting with collecting, recording, verifying and distributing reports on enrollment and grades.
* As needed, responding to records requests from other school districts and ensuring records are transmitted appropriately.
* Reviewing records newly received and ensuring student files are complete with required information for registration.
* Track and reconcile attendance submissions.
* As needed, Assist with scheduling of courses and the build of the master schedule in the student information system.
* Coordinating with District SIS team to provide weekly (or as needed) reports on enrollment.
* Making calls to families on the waitlist, making offers and processing acceptances in a timely manner.
* Assist with campus tours for prospective families.

**Other Duties as Assigned**

Preferred Qualifications

* 5+ years experience with registration in school setting
* Proficient with Microsoft Suite, specifically excel
* Familiar with Google Drive
* Familiarity with SIS, CRM or other database

This position will require multi-tasking skills, the ability to improvise and be flexible at times. This position will also require someone with detail for tasks and consideration of compliance.