



OFFICE OF HUMAN RESOURCES - VACANCY ANNOUNCEMENT

**Reimagine Education, LLC- Michigan International Prep School
A State-wide Cyber Charter School**

Position: Enrollment Specialist

Compensation: \$35,000 - \$40,000 (Based on Experience)

Location: Training will be at the Ortonville Lab

Who we are: We are a publicly funded Cyber Charter School. We have drop-in labs for students in several locations across Michigan.

Philosophy: At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

Position Description: To provide the highest level of customer service and support through effective and efficient communication and enrollment processing. Strong communication with staff and families is essential to this position as the Enrollment Specialist will speak with families on a regular basis.

QUALIFICATIONS - EDUCATION & EXPERIENCE

1. Associates degree or equivalent preferred, minimum high school diploma.
2. Three (3) years related experience (office experience).
3. Must be responsible and trustworthy in maintaining the confidentiality of students and student records.
4. Preferred weekend and evening hours, may be discussed during the interview process.
5. Experience and training which provide the following abilities, skills and knowledge:
 - a. Knowledge of grammar, spelling, punctuation and mathematics.
 - b. Experience with computer software programs and student information systems.
 - c. Proficiency navigating online networks.
 - d. Ability to compose and generate various forms of communications.
 - e. Ability to communicate with staff, students and community members in a courteous, tactful, and effective manner.
 - f. Ability to effectively operate various systems and tasks in a timely manner.
6. Must exhibit a pleasant personality and positive attitude toward working with students, administration, staff and community members.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.



ESSENTIAL DUTIES & RESPONSIBILITIES

1. Serve as a resource/liason for parents, students, staff and community members in the day-to-day operations of the school/building.
2. Serve as a positive public relations advocate for the school, including dissemination of district information.
3. Enrollments of new students, keeping enrollment records up-to-date, and assisting with the determination of enrollment for official student counts, CA-60, request records, pull MSDS.
4. Maintain appropriate records, files and accounts.
5. Track and record student data for count purposes.
6. Assist with Online, In Person, and Phone Informational sessions for prospective students
7. MCIR (immunization) reporting, documentation, and upkeep on state reporting.
8. Perform other duties as required.

Physical Activities/Requirements: Physical activities include lifting and carrying materials, walking, stooping, kneeling, talking, hearing, and observing.

Interested Candidates should apply: Full consideration, interested candidates please send your Letter of Interest, Current Resume, and two (2) letters of recommendation to caron@miprepschool.org and browne@miprepschool.org.