



THE POTTER'S HOUSE JOB DESCRIPTION

Position Title:	Enrollment and Student Management Systems Coordinator
Reports to:	Finance Director
Department:	Business Office
Hours:	Full Time
Exempt/Non-Exempt:	Non-Exempt
Salary/Hourly:	Hourly
Benefits:	As offered per personnel policies
Position Category:	Office & Administrative Support
Position Calendar:	Non-School Schedule

Qualifications Required:

1. Loyal and supportive of The Potter's House mission, vision, and values.
2. Minimum Associates Degree.
3. 2-3 years previous office experience.
4. Bilingual–Fluent in English and Spanish.
5. Training in general business and administrative office procedures.
6. Strong planning, organizational, and time management skills.
7. Computer proficient: 2-3 years' experience with Microsoft Office, Excel, Access and other database programs.
8. Ability to troubleshoot computer problems and oversee use of school information software.
9. Excellent written and oral communication skills.
10. Friendly, outgoing, and gracious personality who likes to work with a wide variety of people.
11. Able to adapt to the work environment and deal with frequent change, delays, or unexpected events.
12. Ability to perform multiple tasks or situations simultaneously.
13. Understanding of education and academic issues items such as credits, report cards, and transcripts.
14. Flexible.

Primary Job Responsibilities:

1. Actively engage as a member of the school's spiritual community by attending morning prayers daily.
2. New Enrollment – After Administrators have approved enrollment of a new student.
 - a) Work with the Admissions Director regarding any new families or students enrolling in The Potter's House.
 - b) Work with Administrators regarding acceptance of new students.
 - c) Contact families regarding acceptance of their student.
 - d) Collect all necessary documentation for the new student.
 - e) Meet with the family to complete the enrollment process.
 - f) Enter the family record in ACCESS and TADS.

3. Re-enrollment
 - a) Oversee all aspects of the Re-enrollment process.
 - b) Prepare the Student Management System (TADS) for the upcoming year.
 - c) Communicate with parents regarding the re-enrollment process.
 - d) Using TADS, as students are re-enrolled enter them in ACCESS and update their information as needed.
 - e) Prepare reports for Administrators regarding prospective enrollment openings.
 - f) Meet with all families applying for financial aid and record in ACCESS.
 - g) Create tuition agreements in TADS and apply any financial aid credits.
 - h) Send out tuition agreements for the final step of the re-enrollment.
 - i) Work with the Accounts Receivable Manager and/or Director of Finance regarding any financial aid exceptions or issues with the agreements.
4. Student Management Systems (TADS & ACCESS)
 - a) Assure that the ACCESS enrollment reports always match TADS billing.
 - b) Maintain and update accurate information on all students.
 - c) Update Student Management Systems when any new student is enrolled, or a current student is withdrawn.
 - d) Compile all reports required by any state or district entity.
 - e) Provide accurate student information to all administrators and teachers as requested.
 - f) Communicate to faculty and staff any enrollment changes for new or withdrawn students.
5. Accounts Receivable
 - a) Oversee TADS agreement and billing process.
 - b) Process all ACH tuition payments handled by TPH rather than TADS.
 - c) Process all tuition payments received directly by TPH.
 - d) Process daily Remote Deposits including money received from Development and other funds.
 - e) Submit the deposit information to the Director of Finance.
6. Procedures
 - a) Update and maintain detailed procedures for all job-related activities.
 - b) Develop and put in place an emergency plan for temporary or permanent replacement.

All other responsibilities as assigned by the Director of Finance or Accounts Receivable Manager.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by administration and HR and is compliant with EEOC and ADA requirements.

To apply, please send your letter of interest, resume, and completed [application](#) to: The Potter's House; Attn: Sandra Gardner; 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or e-mail noting the position in the subject line to sgardner@tphgr.org.