



## Registrar and Recruitment Manager

**Department:** Operations

**Supervisor:** Director of Operations

**Type:** Full-Time; Exempt

### Position

In accordance with the Explore! Community School mission and values, the Registrar and Recruitment Manager (RRM) is responsible for planning, organizing and managing all of the activities associated with recruitment, registration and records maintenance processes for enrollment, attendance, program participation, and compliance while also provide a high level of school operational support. Check out this [video](#) to learn more about our school and culture.

### Responsibilities

- Provides a high level of customer service for students, staff, and other stakeholders
- Maintains student records in Infinite Campus on an ongoing basis in accordance to MNPS guidelines
- Maintain school attendance records, i.e. daily attendance, student contact log;
- Plan and execute year round school student enrollment initiatives and activities including, but not limited to, phone banking, canvassing, visibility campaign planning, community event coordinating to ensure Explore! Community School is fully enrolled
- Monitor and mitigate student attrition to ensure the school meets school enrollment targets
- Maintain cumulative student records that are accurate and reliable
- Support the school-based operations team to ensure seamless execution of all operational systems each day, including, but not limited to, food provision, transportation (arrival and dismissal), emergency plans, facility maintenance and upkeep, school decor and beautification, supply and asset inventory and maintenance (technology, books, classroom supplies, etc.).
- Work with the Director of Operations to manage logistical elements of major student assessments; collect and track important school paperwork from students and teachers.

### Qualifications

- Commitment to Explore! Community Schools mission, values, and educational model
- Bachelor's Degree preferred
- One or more years of experience using Infinite Campus
- Project and time management to work to meet deadlines and enrollment targets
- Excellent customer service skills and an ability to communicate effectively and flexibly with diverse communities both in and outside of the school
- Experience handling enrollment functions and records management.
- Ability to maintain high level of trust and confidentiality of student data in order to be compliant with FERPA and other Civil Rights Laws.
- Maturity, Humility, sense of humor. Love for students, staff, and families
- Strong interpersonal, oral and written communication skills.

Please email [info@explore.school](mailto:info@explore.school) for more information