



Job Description

Enrollment Specialist

Position Summary

The enrollment specialist is a full time, non-supervisory position, providing enrollment and orientation services to new and returning students. The enrollment specialist is an essential part of the administration team, working directly with perspective students and families to ensure a smooth transition to Focus Learning Academy or Focus North High School. Reports to the Director.

Responsibilities

- Enroll students into Focus Learning Academy or Focus North High School
- Schedule all newly enrolled students for orientation; returning students for re-enrollment
- Schedule new student meetings with Academic Adviser
- Provide follow up with students who inquire about Focus Learning Academy or Focus North High School
- Provide orientation services, including all preparatory activities
- Travel to other locations as needed for orientations and presentations
- Team member for student issues regarding truancy, judicial, and social security issues for students
- Complete enrollment reports for Academic Adviser and Director, as requested
- Manage the process for students who wish to re-enroll, indecisive students and provide follow up contacts
- Answer questions regarding students and policy
- Work closely with Office Manager and Academic Adviser to ensure efficient and effective communications and operations
- Secure all materials required to enroll in school (Photo ID, Social Security Card, Official/Unofficial Transcript, Proof of Residency and Birth Certificate), maintaining accurate file management
- Enter all enrollment data into DASL
- Prepare and mail all notification letters to parents, guardians, emancipated students, court system, and local school districts regarding students as needed
- Assist in the withdrawal processing; such as removing withdrawn students from DASL regarding maintaining accurate students counts and records

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FOCUS NORTH HIGH SCHOOL • 4807 EVANSWOOD DR. • COLUMBUS, OH 43229 • (614) 310-0430



- Prepare monthly reports for Director regarding withdrawals and/or other pertinent information
- Other duties as assigned by the Director

Qualifications

- Associates Degree preferred. High School Diploma required.
- Experience in marketing and/or enrollment
- Such alternative(s) to the above qualifications as the Executive Director and/or Director may find appropriate

Skills Required

- Good working knowledge of MS Word, MS Excel, typing, filing
- Excellent organization and communication skills
- Excellent customer service skills
- Excellent communication skills

To Apply:

Please email your résumé to mark.lerose@focuslearn.org.