

St. Marcus Ministries

Position	Enrollment Coordinator
Job Type	Full-time, hourly, support position located in the Business office
Reports to	Controller
Position Objective	St. Marcus School employees strive to live and breathe its mission, vision, and core values. The Enrollment Coordinator's major roles include directing all student enrollment and coordinating the Milwaukee Parental Choice Program at St. Marcus.
Responsibilities	<p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Director of all student enrollment, coordinator of the Milwaukee Choice Program at St. Marcus, and coordinator of the Special Needs Scholarship Program• Keep precise and accurate enrollment records for the Wisconsin Department of Instruction• Communicate with parents and teachers regarding student enrollment• Accurate entry and updating of student information into databases• File and maintain enrollment paperwork• Maintain a daily roster of student enrollment• Input and verify Skyward data for student/family accounts• Communicate with database manager regarding student databases• Other duties as assigned
Qualifications	<p>The ideal candidate is highly organized, detail- and task-oriented, and is excellent at long-range planning. They have strong professional communication skills, in person, on the phone, and in writing. A collaborative spirit with excellent teamwork skills are a must along with the ability to problem solve challenging situations. Candidates must be able to work independently, multi-task in a fast-paced environment, and have strong database knowledge (Procare, ME, and Skyward preferred). They should have considerable knowledge of Microsoft Office & Google products and processes (i.e. Word, Excel, Office, Google Sheets). The flexibility to work overtime in February and March or as needed is essential. Finally, experience in a school environment is a plus and a bachelor's degree in accounting, finance, or business is preferred.</p>
Application Process	<p>Interested applicants should submit a completed St. Marcus Application for Employment along with a resume and references to sandy.obrien@stmarcus.org or drop it off in person at St. Marcus, 2215 N. Palmer Street, Milwaukee, WI 53212 in any one of the school offices. Questions? Please email sandy.obrien@stmarcus.org</p>

Core Values

Christ First
Sacrificial Love
Biblical Discipleship
Radical Expectations

Mission Statement

To disciple children for Christ now
and for all eternity and to train them in
excellence for their roles in their
family, church, community, workplace and country.