

Marshall School

Student Services Coordinator Job Description

The Student Services Coordinator reports to the Associate Head of School. The duties of the Student Services Coordinator are as follows:

Attendance Responsibilities and Duties

- ◆ Track daily attendance
- ◆ Communicate absences
- ◆ Administer passes to students arriving late
- ◆ Process homework requests
- ◆ Arrange transportation for field trips
- ◆ Support Academic Administration

Athletic Office Duties

- ◆ Coordinate transportation, meals and hotel reservations for all athletic events
- ◆ Oversee the athletes Eligibility and Medical forms
- ◆ Prepare athletic announcements for faculty
- ◆ Coordinate “early dismissals” for athletes

Main Office and Miscellaneous Duties

- ◆ Main Office functions including:
 - Answering the telephone
 - Greet guests
 - Accepting deliveries
 - Monitor the security system.
- ◆ Seasonal Events coordination including:
 - Summer mailings
 - Assist with Back to School Night coordination
 - Locker assignments

Qualifications

- ◆ Strong organizational skills
- ◆ Excellent written and verbal communications skills
- ◆ Ability to interact with students, employees, parents and visitors in a professional and cheerful manner
- ◆ Ability to work independently and with a team with emphasis on accuracy and timeliness
- ◆ Ability to maintain strict confidentiality
- ◆ Effectively manage workload with frequent interruptions