



International School of Indiana

TITLE: Registrar/Enrollment Coordinator
DEPARTMENT: Admissions and Enrollment
WORK LOCATION: Taurel Building
POSITION STATUS: Full-Time, year round

<p>POSITION SUMMARY:</p>	<p>The International School of Indiana is a private school with ~500 students from Pre-School (age 3) through Grade 12. The Registrar is a key member of the enrollment team, reporting to the VP of Enrollment Management. The Registrar’s main responsibility is the maintenance of numerous databases of student demographic information with an additional focus on grades 9 through 12 related to transcripts and International Students. The Enrollment Coordinator supports the Admissions and Financial Aid processes through the management of databases, reports, visit scheduling, and distribution of admissions and financial aid letters and mailings. The Registrar and Enrollment Coordinator will work closely with the Admissions Office, Office of International Student Services, College Counseling, Information Technology, and the Business Office to assist in their other administrative and academic functions.</p>
<p>RESPONSIBILITIES: (Includes but not limited to)</p>	<ul style="list-style-type: none"> • Support the Office of Admissions and Financial Aid • Serve as database coordinator for student and family information • Reconcile information among databases and departments • Set-up, maintain and monitor student information, academic records and enrollment information – both hard copy and electronic – in multiple databases • Enter new student data in all databases upon enrollment • Ensure completion of cumulative files for current and new students prior to transfer to grade appropriate campuses • Generate reports and analysis from databases while supporting the school and senior leadership • Prepare transcripts for students transferring to other high schools • Maintain ERB, SAT, PSAT and ACT, as well as any additional standardized score reports in students’ portfolios, databases and cumulative files • Maintain accurate GPA and Credits of Students • Produce, verify and send valid accurate transcripts for students • Complete mid-year and final transcripts for graduating seniors • Compile and submit statistical information for all accrediting agencies for reporting compliance • Provide additional support to College Counselling, Information Technology, the Office of International Student Services and the Business Office
<p>REQUIREMENTS:</p>	<ul style="list-style-type: none"> • Database Management Experience • Familiarity with School Information Systems • Customer service oriented • Strong written and oral communication skills • Ability to problem solve and make recommendations • Strong knowledge of Microsoft Excel & Google Docs • Attention to detail • Associate’s Degree or equivalent experience in a related field • Familiarity with private school education • Willingness to embrace ISI’s unique mission
<p>APPLICATION:</p>	<p>Please send letter of intent and resume to: Human Resources International School of Indiana 4330 N. Michigan Street Indianapolis, IN 46208 resumes@isind.org</p>

