

# Temple Emanu-El Job Description

<b>Job Title:</b>	Registrar and Enrollment Manager
<b>Department:</b>	Early Childhood Education Center (ECEC)
<b>Reports to:</b>	Director of Early Childhood Education Center
<b>Hours:</b>	40 hours/week (including some evenings and weekends)

## POSITION SUMMARY:

The Registrar and Enrollment Manager creates and maintains the official records of applications, enrollment, and academic standing for students in the Early Childhood Education Center at Temple Emanu-El. The Registrar and Enrollment Manager also manages the databases in use by the ECEC and retrieves database information as needed by the school director or other ECEC staff. This position will report directly to the Director of the ECEC.

## PROFESSIONAL REQUIREMENTS AND SKILLS:

- Expertise in FACTS and Student Billing
- Strong proficiency at Microsoft Office, including Word, Excel, and Outlook
- Excellent written and verbal communication skills
- Exceptional executive skills, including managing documentation and maintaining information
- Highly organized and able to manage multiple projects simultaneously
- Ability to work independently and as part of a team
- Strong orientation to customer service and satisfaction
- Ability to prioritize and meet deadlines

## GENERAL DUTIES:

- School registrations including ECEC school year and camp. Registrar and Enrollment Manager will create class lists, directories, manage medical information, and set up classes in the database. Registrar is responsible for notification to parents and teachers of class placement information and any changes to class placement information. This position also works with parents to help troubleshoot any issues with registration or class placement.
- Management of a relational database, including creation of family records, updating of information contained in the database, running reports and queries based on the needs of the school director and other Temple staff or lay leaders. The Registrar and Enrollment Manager will work closely with Temple's Membership Data Administrator on database management and maintenance.
- Responsibility for financial aspects of schools, including student billing, collections, scholarship awards, and accounts payable.
- The Registrar and Enrollment Manager interacts often with parents and teachers. This includes taking phone calls as requested by the ECEC staff and parents and participating in the team meetings.
- Coordinates Visiting Days.
- Manage attendance.
- Train educators on FACTS.
- Works with director to finalize all fees and create the fee schedule for school and camp.
- Keep the ECEC Financial Policy updated.
- Performs other duties as requested by the school director.

**To Apply:** Please submit your resume to [HRCareers@tedallas.org](mailto:HRCareers@tedallas.org)