

Angel of God Resource Center, Inc.
Job Description for Enrollment Specialist

Position Title: Enrollment Specialist

Reports to: Project Director

Job Summary

This individual is responsible for supporting the agency by providing efficient service to our participants at the assigned location for AOGRC job training and placement program. In addition, the Enrollment Specialist will provide security to the site information and assistance regarding vocational education to the targeted groups in the surrounding communities located in Illinois. The Enrollment Specialist will also be responsible for increasing student achievement and being Microsoft Office proficient.

Duties & Responsibilities

- Consulting with staff and personnel in the areas of financial assistance, admissions and records or other areas to advocate on behalf of the clients
- Provide career preference testing and career information and guidance for program participants
- Meet with prospective clients to provide enrollment information and requirements
- Schedule client visits to the program; give program tours, respond to correspondence and memorandums
- Answer calls and greet all visitors in a professional, polite and tactful manner.
- Provide assistance as deemed appropriate by referring visitors and redirecting phone calls to colleagues and Project Director
- Maintain office equipment, office supply inventory, office files in cabinets in an orderly manner for department use, and maintain confidential records
- Complete all client enrollment processes which includes meeting with parents, and clients new to the TOP/IYIP/SNAP/JTED/FSP program components, explaining and providing enrollment forms, collecting enrollment forms, and entering client's data into the Illinois Worknet & ISET
- Prepare appropriate reports and paperwork as requested
- Sort incoming mail and certify and take outgoing mail to post office daily
- Distribute incoming faxes to appropriate staff and send faxes as needed
- Receive all incoming deliveries from UPS, FEDEX and USPS.
- Coordinate with appropriate department personnel for pickup of deliveries
- Maintain office calendar for the agency compiling information for agency from all office sites
- Perform other duties and responsibilities as may be required by the Project Director
- Maintain confidentiality as required and deemed appropriate
- Maintain client IEP/ISP records
- Keep resource directory and information current
- Provide and track applications, case notes, and client documentation as required for monitoring
- Assist case manager, instructor, director in providing services
- Participate in trainings and provide weekly summaries
- Perform other related duties as assigned.

Qualifications

Must have experience in areas of assessment, academic advising and career interest advising; Ability to complete assignment with minimal supervision and evaluate a client's academic interests and desire and assist case managers formulate a plan designed to assist the client in achieving their goals in the IEP/ISP.

Minimum Qualifications

- a.) Associate's degree
- b.) Experience in areas of assessment
- c.) Pass a background check

Skills Requirement

- Written and oral communication skills
- Effective interpersonal and office management skills
- Knowledge of ability to follow agency policies and procedures
- Knowledge of current technologies, creating spreadsheets and working with Microsoft applications
- Skilled in communicating effectively with clients and parents
- Skilled in setting up with a detailed approach
- Ability to multi-task working on projects and seeing them through to completion
- Ability to work independently and within a team
- Ability to analyze problems, identify solutions and execute appropriate action as a team member