

Job Title: Admissions and Student Data Specialist

Reports to: ICAGeorgia CFO

Approved by: ICAGeorgia Board

SUMMARY

Admissions and Student Data Specialist is a key administrative team member responsible for managing student information and supporting admissions processes. Reporting to the CFO and assisting the Principal, this role involves processing applications, maintaining records, coordinating registration, and managing student data reporting. The Specialist also contributes to student recruitment through effective communication with families and the public, and assists with financial transactions related to student activities.

RESPONSIBILITY

- **Registration and Enrollment Processing:**
 - Update admission policies, procedures, and registration process via Lotterease and on ICAGeorgia's website
 - Support families with registration and enrollment inquiries
 - Process student enrollment and withdrawals via Infinite Campus SIS (Student Information System)
 - Ensure accuracy and completeness of student records
- **Student Data Entry and Management:**
 - Maintain and update student records in Infinite Campus, including enrollment and report cards
 - Perform ad hoc reports including state-required reports such as FTE
 - Work with department coordinators to maintain accurate and updated data for state reporting
 - Identify, research, and resolve data discrepancies, student record errors, and issues to ensure accurate state reporting
 - Manage record request responses with other schools
 - Ensure the confidentiality and security of student data
 - Provide FERPA training including onboarding / orientation (employees, volunteers, interns, board, and vendors)
- **Recruitment and Outreach:**
 - Engage in student recruitment and marketing process
 - Develop and implement strategies to attract prospective students, including attending recruitment events, communicating with schools and counselors, and utilizing online platforms (Website updates and social media)
 - Recruiting efforts including providing open house presentations, school tours, and creation and distribution of flyers and advertisements to the community for prospective families
- **Financial Transactions:**

- Fee income management via Infinite Campus, Merchant Solution Platform, and deposits for student/parent activities such as After School Program fees, field trips, and donations
- Revenue reporting including follow up on delinquent receivables
- Work collaboratively with the Central Office staff and provide administrative/clerical support for the entire organization in the absence of the Administrative Assistant
- Other duties as assigned by the CFO

QUALIFICATION

- BA/BS Degree in business administration, education, information management or related field or graduate degree
- Strong Communication Skills: Ability to effectively communicate (occasionally give presentation to) with diverse audiences, both verbally and in writing
- Interpersonal Skills: Ability to build rapport and establish positive relationships with students, families, and colleagues
- Organizational Skills: Ability to manage multiple tasks and deadlines efficiently
- Problem-Solving Skills: Ability to identify and resolve issues related to the admissions process
- Knowledge of Admissions Processes: Familiarity with admissions policies, procedures, and regulations
- Data Analysis Skills: Ability to analyze data to identify trends and improve admissions outcomes
- Demonstrated ability to work effectively as a team of one

WORK ENVIRONMENT

Normal office environment. Occasional lifting of materials. Frequent telephone work. Ability to sit and work at a computer for long periods of time. Ability to work overtime and travel as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Salary Range: \$50,092.20 - \$89,924.40

Position Type: Full-time

Position Available: 1

Job Category: Supporting Staff

To Apply: Interested candidates should send (1) a cover letter summarizing skills, experience, and interest. Please indicate if you are seeking part-time and/or full-time employment; (2) resume; and (3) the names, addresses, email addresses, and telephone numbers of at least three professional references to employment@internationalcharteracademy.org. Applications without these requirements will be considered incomplete.