



Position: Student Services Specialist

Reports to: High School Equivalency Program Manager

Status: Full-time, 36-40 hours/week, August to mid-June, non-exempt

Description:

The Durango Adult Education Center is seeking a personable, organized, and detail-oriented person to join our team of caring professionals. This position will serve as a student information hub for recordkeeping, scheduling, information dissemination, and general support. Welcoming and clear verbal and written communication skills are essential in all facets of this position because it will be the first point of contact for all phone calls, potential students, visitors, and guests. It will entail extensive communication with staff to ensure student information and needs are clearly understood. The majority of the tasks will be in support of the high school equivalency students with some support of English as a Second Language and BOOST students. The primary roles are student registration, assessment administration, database tracking, and oversight of student support services.

Qualifications:

- Minimum of an Associate's degree, preferably related to business
- Three years of administrative experience, preferably in an educational or school setting
- Demonstrated competency in Microsoft applications, especially Excel and Outlook
- Ability to work independently with many daily interruptions
- Experience working with a diverse population
- Bilingual Spanish/English

Duties:

- Greet and assist all people, answer all incoming calls, and provide enrollment and program information to prospective and current students
- Maintain a tidy reception, kitchen, and workroom
- Schedule student orientations, assessments and meetings
- Oversee room scheduling of classes, tutoring, and meetings using Outlook
- Enroll and track students in database and grants database; run reports as needed
- Administer assessments in computer and paper formats; enter and track scores
- Assist students in registering for exams, track exam vouchers, track third party payers and scholarships
- Assist with planning and implementing GED graduation
- Other duties as assigned

Compensation & Benefits

- 100% of employee premium covered for medical and dental after a two-month waiting period
- Personal Time Off accrued monthly
- Starting hourly rate of \$15 - \$16/hour

Schedule

- Monday – Thursday 9:00 am – 7:30 pm with an unpaid 30 minute lunch.
- The Center is closed for Spring Break, Thanksgiving Break, Winter Break and Federal Holidays in alignment with the Durango School District calendar.

To Apply

Email cover letter, resume, and three references to Stephanie Moran at:

smoran@durangoadulted.org The position is anticipated to start early August, 2017.