mosaic
MONTESSORI ACADEMY

Business Office Assistant / Coordinator

Job Description

• Tuition Billing (Must have knowledge of Word/Pages and Excel/Numbers)

• Responsible for coordinating student enrollment applications & admissions:
  • Answer phone/email enrollment inquiries
  • Follow-up enrollment inquiries
  • Coordinate with school director and lead guides before accepting students
  • Maintain and oversee files of all new student applicants
  • Arrange interviews & meetings as necessary
  • Create enrollment summaries and projections
  • Maintain binders of student files/documents per school year

• Regularly maintain and update social media sites (Facebook/Instagram)

• Communication
  • Keep track of school emails, voicemails, and text messages
  • Promptly relay messages to the corresponding school staff
  • Respond to parent emails that do not require approval or editing of business office administrator and/or school director
  • Constantly update parent directories on school computer and school phones

• School Forms (Must have knowledge of Word/Pages and Excel/Numbers)
  • Prepare drafts of school break camp flyers and student enrollment forms
  • Prepare/update drafts of enrollment documents to be completed by parents
  • Assist school director in creating a draft of the following school year's calendar

• Organize and maintain business office files

• Keep business office consistently neat and organized

• Help prepare and attend all marketing events

• Assist the business office administrator and/or school director as need be

• Miscellaneous tasks as assigned by school director and/or business office administrator

• Assist classroom lead guides with paperwork & other clerical tasks as necessary

Qualifications

• College diploma preferred but some college education may be considered
• Business and accounting courses preferred
• Able to use Apple computers and devices
• Good communication skills (oral & written)
• Good customer service & organizational skills
• Must be willing to be trained as necessary
• Team player