



## HARVEST BEST ACADEMY

### Enrollment/Human Resources Coordinator

#### Reports to: Human Resources Director

#### Position Description

This position is 60% HR. This position will allow someone who is energetic, organized, and interpersonally strong to make a difference in advancing the mission of the Harvest Best Academy. The Enrollment/HR Coordinator will be responsible for ensuring the proper administration of enrollment and HR programs. This includes but not limited to time management, benefits, student enrollment, and policy/program administration to deliver a high quality education experience for students, staff, and parents. A successful candidate for this position must be experienced in coordination of multiple programs ensuring policies and practices are compliant. The HR Coordinator must be highly organized and able to manage multiple responsibilities in a fast-paced educational institution.

This position is 40% Enrollment. The Enrollment Coordinator is someone who knows the ends and outs of the Elementary and Middle School education, and is the lead service provider to families, who have made the decision to enroll. The Enrollment Coordinator will give personalized care, and create best in class family experiences from enrollment through the first full day of school. The ideal candidate will have a passion for customer service, values problem solving, and enjoys working in a relationship driven environment. The candidate must have a can-do attitude and attention to detail and accurate reporting of Enrollment reports.

#### Duties and Responsibilities

##### Recruiting

- Collaborate on recruitment efforts, assist with assessments, and hiring processes to attract high quality talent.
- Ensure thorough new employee onboarding to foster positive attitude toward organizational objectives.
- Attend events to recruit new staff and students.

##### HR Administration

- Serve as a link between management and employees by handling questions.
- Manage difficult employee relations including those requiring conflict resolution, disciplinary action, and termination.
- Represent the organization at personnel-related hearings and investigations.
- Administer health/dental and vision plans, including enrollments, changes and terminations.

- Assist with new employee hiring processes.
- Insert new hire information into payroll program
- Other duties as assigned

#### Student Enrollment

- Gather and maintain all student records and files electronically as well as a hard copy
- Admissions forms
- Correspondence
- Contact information
- Legal forms; such as enrollment verifications
- Assist prospective families with accurate completion of admissions paperwork

#### **Qualifications:**

##### Education

At least 2-year degree and 1 -2 years of HR and school enrollment experience.

##### Skills and Capabilities Required

- Understanding of principles and practices of human resource administration;
- Human Resource management, benefits administration, communication process, and wage structures
- Interpersonal skills - ability to establish and maintain effective relationships with peers and employees; approachable and professional
- Communication skills - ability to present information and make recommendations effectively in oral and written form
- Organization skills - ability to handle multiple tasks; self-motivated; well organized
- Results focused - ability to work under pressure and make deadlines; demonstrates good judgment; solid problem solving skills
- Technical skills, proficient computer skills and applications; SMART HR (will train); Microsoft office suite