

Enrollment Specialist

Propel Schools seeks a highly organized and very personable Enrollment Specialist. The Enrollment Specialist is the primary point of contact for families interested in learning about Propel.

Responsibilities include:

- Maintaining communication on a daily basis by phone, email, and other correspondence with families potentially interested in enrolling children at a Propel school;
- Coordinating school tours and other opportunities for families to learn about Propel;
- Maintaining accurate records of all applications received, including providing written acknowledgements;
- Maintaining accurate waiting lists;
- Reviewing applications and enrollment materials submitted by parents for accuracy and completeness, and following up with families until they are accurate and complete;
- Scheduling interviews for parents with school principals when it is likely that a slot will be available;
- Conducting an annual admission lottery for each Propel school;
- Reviewing enrollment on a daily basis and filling empty slots;
- Maintain data on how families follow through with the enrollment process;
- Other tasks as assigned.

If interested, please respond with resume and cover letter to:

Michelle Hughson
Propel Schools
24 S. 18th St.
Pittsburgh, PA 15203

Propel Schools is an equal opportunity employer.