Registrar and Enrollment Systems Manager

Solar Energy International's mission is to provide industry-leading technical training and expertise in renewable energy to empower people, communities, and businesses worldwide. Our vision is a world powered by renewable energy.

Purpose of Registrar and Enrollment Systems Manager

The Registrar and Enrollment Systems Manager is responsible for the overall registration process and maintenance and integrity of student records through the Student Information System (SIS). This position compiles data, surveys, and reports on enrollment and educational activities for staff, administration, government, and other external agencies.

The Registrar and Enrollment Systems Manager ensures the requirements of projects/contracts are met and ensures an efficient enrollment process that helps achieve admissions goals. Working closely with the organization's IT vendors, the Manager ensures that systems and procedures operate in a manner that meets the needs of the organization.

This position is responsible for developing and maintaining the following organizational systems infrastructure, including add forms, shipping, printing, registration and payment systems; interconnection and back-end of website and Learning Management System (LMS) with the SIS; Responsibilities also include designing and production of reports and providing support to the Student Services Department and organization as a whole.

This position is a team lead for the Admissions and Enrollment Specialist and Support Specialist.

Supervisor: Director of Student Services

Responsibilities include but are not limited to:

- Implement enrollment systems as needed for delivery of contract, dual partner, grant-funded, and satellite trainings, and implement, maintain and improve enrollment and training delivery methods for new and existing SEI hosted training, in tandem with other departments.
- Maintain the back-end functionality of SEI's online website enrollment and registration process, shopping cart functionality and appearance, training schedule, promo code functionality, Gravity Forms. Update content landing pages for products, training packages and courses on the website.
- Manage the SIS-website interface and integration of courses, events, tickets, products and venues; process exports to website of new courses and products. Maintain products accurately within and across the SIS, POS systems (including Square) and back-end of the website.
- Manage and update the SIS, including contact management, events, products, class-lists, post training surveys and student demographic collection, registration and sales processes, confirmations and enrollment agreements, in coordination with IT vendors as needed.
- Manage, improve, and develop SIS to LMS enrollment systems and procedures. Interface with Student Services team and Online Campus Manager regarding LMS administration and student online campus experience.

- Maintain and streamline accurate records and provide data for institutional research. Including creating and generating queries and reports for staff as needed. Providing appropriate data to inform strategic planning and other organizational decisions.
- Manage systems and reporting capabilities in compliance with requirements for Division of Private Occupational Schools (DPOS) and other oversight agencies, including enrollment agreements, demographics and enrollment reporting, etc.
- Create, streamline and maintain shipping and printing systems and procedures, including Certificate and Record of Completion systems including eRocs for conferences, online electronic ROCs, etc.
- Maintain and update add form system; process add/drop/change forms for SEI and contract courses/workshops.
- Update account and course listings on Colorado Workforce ETPL and other States as needed, and submit workforce reporting on enrollments.
- Assist the Director of Student Services in monitoring and implementing changes that are needed in the school catalog.
- Manage the disbursement and tracking of student liability forms.
- Coordinate the process by which student records are entered into the student information system and ensure accurate academic records are kept.
- Assist Enrollment & Admissions Specialist and Student Services Team. This will include but is not limited to answering the main phone call queue and responding to shared email accounts, processing registrations, assisting with extensions and grade imports to the student information system, verifying student academic progress, and assisting with student course uploads from the student information system to the online campus.
- Develop and update help files related to the Student Services registration and admissions process.
- Team lead for the Enrollment & Admissions Specialist and Support Specialist. Listen to the needs of the team and respond accordingly.
- Other duties as assigned.

Preferred Qualifications:

- 2-3 years working in an educational setting within enrollment, registration, student services, and/or student information systems to include Ellucian, SalesForce.com, or other industry leading SIS.
- Experience managing complex records systems and computer systems development preferably in a registrar's or admissions office.
- Positive attitude, strong organizational skills, strong work ethic
- Team player who can be flexible in a variety of situations and work remotely with colleagues.
- Experience with MS Office, Content management system and Website maintenance and editing (WooCommerce and Wordpress), Excel, Google Docs, calendar, and gmail
- Experience with planning, engineering, and updating of organization-wide systems
- Experience with database management and data reporting.
- Experience with learning management systems (LMS).
- Excellent written and verbal skills
- Strong work ethic with attention to details and strong organization skills.
- Patience and good listening skills.

Salary and benefits:
Salary $25.50 per hour. This is a full time 40 hours per week position and can be performed remotely.

Additional benefits include health insurance stipend, paid time-off, and a retirement package. Solar Energy International is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

To Apply:
Applications due September 15, 2021. To apply, please submit a cover letter, resume, and three professional references in one combined PDF to jobs@solarenergy.org.