Registration and Systems Specialist

Solar Energy International (SEI) is a 501(c)3 non-profit education organization with a mission to provide industry-leading technical training and expertise in renewable energy to empower people, communities and businesses worldwide. Founded in 1991, SEI has trained more than 80,000 people from around the world. As an organization, we are passionate about renewable energy and committed to offering the highest quality, unbiased renewable energy training.

Purpose of Registration and Systems Specialist

The Registration and Systems Specialist is a full-time position 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 Registration and Systems Specialist 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 specialist 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.

Supervisor: Director of Student Services

Responsibilities and duties include but are not limited to:

- Support implementation of enrollment systems as needed for delivery of contract, dual partner, grant-funded, and satellite trainings, and implement, maintain and improve enrollment and training delivery method 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 Student Information System (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.
• Help establish and maintain 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 (ROC) 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.

• Monitor balances and credits due and ensure that invoices are being properly followed up on.

• 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.

• Help develop and update help files related to the Student Services registration and admissions process.

• Update package deals on the website after online course start dates.

• Process live webinar enrollments, including uploading students to the webinar platform and entering students in the LMS shell for course materials access.
• Assist in the administration of The North American Board of Certified Energy Practitioners (NABCEP) PV Associate Exam Computer-Based Testing enrollment. Includes submitting exam rosters for computer-based testing to NABCEP.

• 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 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 $23 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 committed to creating a thriving and equitable workplace where each staff member and instructor is valued for their unique contributions. We are invested in creating inclusive learning environments which foster curiosity and success for every student of various backgrounds, identities, and abilities. We celebrate our differences as they make us stronger in the quest for a world fueled by clean energy.

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 March 25, 2022. To apply, please submit a cover letter, resume, and three professional references in one combined PDF to jobs@solarenergy.org.