



Student Registration Coordinator

Mission: To support students in a college environment with personal, academic, and social skills.

Vision: Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 1,000 11th and 12th grade students in nine (9) locations. NSHS continues to meet the community's demand of preparing high school students to attend college without having to take remedial coursework.

Under the direction of the Data & Registration Director, the Student Registration Coordinator is responsible for tasks including but not limited to: facilitating the application and registration process for incoming students; providing registration process training and support to staff; managing Student Information System (SIS) data; and aligning student registration systems with data and compliance reporting practices.

The ideal candidate for this position is outgoing, works well in a fast-paced environment, has exceptional organizational skills and a high attention to detail.

Employee Value Proposition:

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| <p style="text-align: center;">Cultural Fit</p> <p>Our daily work is connected to a higher purpose and is focused on getting every student college ready! Core Values: OWN IT: Take responsibility UPHOLD OUR PROVEN PROCESS: Maintain integrity & expectations of the NSHS program. CONTINUALLY IMPROVE: Motivation to improve self and others. Core Focus: To provide opportunities for student success in a real college environment.</p> | <p style="text-align: center;">Total Compensation and Rewards</p> <p>Pay and Benefits: \$52,000 - \$62,000 Medical, dental, vision, LTD. No state/local income tax and state retirement 100 % paid (no SS deductions)(saving of approx. 6%-12% of net pay). One and half (1.5) days of PTO per month and federal holidays Incentives: Annual performance pay structure \$3,000 - \$10,000 and determines base for future year's pay. <i>NOTE: \$52,000 could be a base of \$79,000 in 6 years</i></p> |
| <p style="text-align: center;">Working Environment</p> <p>NSHS has strong leadership that develops a culture of high expectations being open and honest. Staff follow simple core processes (progress not perfection) and tools to improve the health of the organization and get everyone pointing in the same direction using EOS®. Staff proposes their work schedule each month and are motivated by a "my kid standard."</p> | <p style="text-align: center;">Professional Growth</p> <p>Most Fridays, staff conduct collaboration, feedback, training, and professional growth. Departments have funds allotted for conferences and workshops to meet the Continuous Improvement Point System. Professional development is in the school's DNA and we are motivated to figure out new ways to improve ourselves and others.</p> |

Qualifications:

- 1) Associates degree or higher preferred
- 2) One (1) year of professional experience in a customer service and or administrative environment
- 3) Proficient in Microsoft Office products, including Word, PowerPoint, and Excel
- 4) Ability to travel frequently to all NSHS sites

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) resume, and 3) transcripts and/or applicable license(s)/endorsement(s). Please scan and submit all documents through the school's help ticket portal here: <http://help.earlycollegenv.com> **NO HARD COPIES OR EMAILS.**

Hiring Process and Timeline: NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: <https://earlycollegenv.com/career-opportunities>

CLOSING DATE: Open Until Filled