STAFF JOB DESCRIPTION

Position/Title: Database Coordinator
Appointment: Immediate
Reports To: Director of Enrollment Management

Laurel School seeks talented faculty and staff who will put our students first and strive to make a difference in their lives. We seek to attract culturally and academically diverse faculty and staff who thrive on being engaged participants in our community and are committed to anti-racist education and the development of young women as authentic learners and leaders. The most successful candidates are solutions-driven, are willing to listen to learn, embrace iteration and practice as a necessary part of the product, see opportunities before problems, and thrive in a fast-paced, forward-thinking educational environment. Laurel lives our mission: to inspire each girl to fulfill her promise and to better the world. We continually challenge our community to question existing paradigms and to dream, dare, and do.

Position Summary:
The Database Coordinator provides administrative and database support to the staff in the department with a focus on multiple databases, mailings and Variable Tuition.

Duties and responsibilities include:
- Manage all aspects of the Admissions Office database, consistent with the data integrity of all school offices
- Create and manage student application files
- Retrieve and distribute online applications to appropriate admissions personnel
- Process all aspects of paperwork associated with application and generate applicant status emails
- Generate admission office queries for reports as requested by Director
- Generate inquiry letters for families inquiring to Laurel
- Manage event registration in database
- Coordinate Variable Tuition mailings
- Coordinate Variable Tuition database system (SSS) and applicant files
- Review all Variable Tuition files to ensure all parts of the file are accounted for
- Support reenrollment process, including overseeing creation of online contracts and accounts
- Other duties as assigned

Required Qualifications:
A bachelor’s degree and 1-3 years database experience is required. Additional qualities should include:
- Ability to manage, traverse and build aspects of multiple databases
- Experience with OnBoard/Blackbaud a plus
- Proficient in Microsoft Office specifically with mail merge, labels and formatting of letters
- Excellent organizational skills with ability to multi-task and prioritize work
- Excellent interpersonal, communication and listening skills
- Commitment to and ability to execute superior customer service
- Accuracy, attention to detail and ability to follow through
• Ability to work independently and as part of a team

Salary
Laurel offers competitive compensation and a comprehensive benefits package.

To Apply
Please see www.laurelschool.org for further information and a job application.

Work Environment
Laurel School is a dynamic, forward-thinking, K-12 girls’ school with a co-ed pre-primary division, where every child is well known. As a Facing History and Ourselves School, Laurel is fully committed to equity and inclusion; we actively seek a culturally diverse faculty and staff.

Laurel enjoys an outstanding local and national reputation and is home to the Laurel Center for Research on Girls. In a highly competitive school landscape, Laurel is fortunate to be a school of choice in Cleveland. Our emphasis on the whole child and our legacy of excellence in the teaching of girls set us apart. Located in Shaker Heights, OH (15 minutes from downtown Cleveland) with an additional rural campus 17 minutes away, the school has an urban/rural advantage. The work environment is noted for being family-friendly and flexible. The feeling in the school is joyous, collaborative and innovative. Our curricular philosophy emphasizes community-based, interdisciplinary and experiential learning. Collaboration and reflective practice are key to pedagogy at Laurel. The school is fully committed to a culturally diverse faculty and student body.

Laurel School is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; gender identity; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.