

Edina Public Schools Job Description

Welcome Center Specialist (12-Months)

Reports to: Community Education Operations Coordinator

Purpose of Position:

A Welcome Center Specialist provides support to the Welcome Center and assistance to student registration by assisting administrators in performance of their duties, answering inquiries, and completing daily departmental office duties.

Essential Duties and Responsibilities:

- Provides clerical and project assistance to employees.
- Makes students, employees, and visitors welcome in the Welcome Center.
- Assists students, employees, and visitors with inquiries regarding general information and refers questions to the appropriate person when needed.
- Assists with open enrollment, student enrollment, and schoolview questions.
- Addresses all intra district transfer questions, address changes, and updates on census information
- Advises and assists visitors in obtaining the information needed to maximize the district's resources and community's resources.
- Answers telephones, reviews voice mail messages and correspondence, and responds appropriately.
- Completes general office duties as directed.
- Monitors and maintains accurate records, databases, and other documents.
- Creates, proofreads, and reviews reports, correspondence, records, and other documents.
- Provides accurate data with confidentiality from maintained documents.
- Processes incoming mail, outgoing mail, departmental orders, and other correspondence.
- Completes bulk mailings when needed.
- Contacts offices and agencies, as directed, to coordinate and exchange information.
- Maintains a proper inventory of office supplies and equipment.
- Assists with district activities and their preparation.
- Assists, when directed, in the management of the Welcome Center budget.
- Other duties as assigned.

Required Qualifications:

- High school diploma or equivalent.
- One year of experience in a related field.
- Intermediate computer skills.
- Must have intermediate skills using Microsoft Office products.
- Interpersonal skills to work with a variety of individuals
- Interest in working in a school district environment.
- Knowledge of district policies and procedures.
- Basic knowledge of bookkeeping procedures.
- Detail-oriented with proven ability to be consistently accurate.
- Excellent organizational and time management skills.
- Ability to effectively communicate with students, employees, and visitors.
- Ability to effectively collaborate with employees.

- Ability to follow written and verbal instructions.

Additional Information:

- Must be willing and able to work in the following conditions: busy, with consistent interruptions.
- Ability to perform the following actions continuously: sitting, using hands dexterously, talking, hearing.
- Ability to perform the following actions occasionally: lifting and carrying up to 25 pounds, reaching, stooping, standing, bending, crouching, walking.