



Position Vacancy

The vision of Tolles Career & Technical Center is to **LIFT All Students**

If these words resonate with your personal mission, we might be a great fit.

Our job is clear. Our direction is up. And our students are lifted. |

POSITION: District Cashier/Registrar/Adult Education Support

POSTED: December 1, 2021

REPORTS TO: Superintendent & Treasurer

APPLICATION DEADLINE: January 3, 2021

STARTING DATE: January 24, 2022

JOB SUMMARY: This position assist students, staff, administrators, parents, and other stakeholders with a variety of academic services including but not limited to; (1) managing academic policies and procedures, (2) maintaining student records, (3) student registration, (4) transcripts, (5) enrollment verification, (6) course scheduling, and (7) certification ceremony (8) student fees. This position will also assist our Adult Education program with registration and fees.

- Receives cash, checks, and other payments; record and process financial information through computer hardware and software
- Coordinate updates and modifications to the student information system related to registration, advisement, academic records, and course entry
- Coordinate with the attendance secretary and EMIS coordinator to manage student records and registration
- Accepts personal responsibility for decisions/conduct
- Interacts comfortably/confidently with the public
- Demonstrates dependability/flexibility. Reacts productively to interruptions/emerging priorities.
- Exhibits consistent, impartial and resourceful critical thinking skills

EDUCATION AND/OR EXPERIENCE:

- A High school diploma and/or Post-secondary business school training is desirable
- Must be proficient in Microsoft Applications including Word, Powerpoint, and Excel
- Hold or willing and able to obtain a public notary commission

SALARY & CONTRACT: Full time 260 day contract. Hours: 10am - 6pm
Salary: \$43,000 - \$54,000, based on experience

APPLICATION PROCESS: Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

Tolles Career & Technical Center
7877 US Highway 42 S | Plain City, OH 43064
(614) 873-4666, x4213 | (614) 873-8761 fax
hr@tollestechnology.com

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