

## **Marwen Part-time Registrar**

**Status:** part-time (20 hrs./wk.)  
**Benefits:** no  
**Reports to:** assistant manager of data & registration

Marwen provides high quality visual arts education, college planning, and career development programs – all completely free of charge – to Chicago’s under-resourced youth in grades 6-12. Additionally, Marwen offers professional development opportunities for teaching artists through Marwen’s Teaching and Learning Programs.

### **Responsibilities:**

#### **Data Management**

- With the guidance of the assistant manager of data & registration, undertake critical data management projects with an attention to detail and accuracy. Projects include: constituent data entry and clean-up; school and organization record updates; as well as family survey and income survey data entry
- Attend to data input needs on a weekly basis including student attendance, prospective student information entry, and data entry needs for staff or funder requests

#### **Student & Family Communications**

- Collect rosters on a daily basis and communicate Marwen’s absence, tardy, and early dismissal policies with students and families
- Conduct reminder calls and emails for upcoming courses and workshops
- Communicate with students and families about upcoming returning student registrations and new student orientation dates and processes

#### **Program Support & Administrative Duties**

- Assist the assistant manager of data & registration in processing registration requests from returning and new students
- Provide front desk support during program hours: assist with student and family needs and direct teaching artist and studio facilitator questions and concerns to appropriate Marwen staff
- Assist with outreach mailings to schools and organizations as well as current and prospective students
- Coordinate and assist with Marwen’s meal program, which includes monitoring and cleaning student meal space, storing meals, distributing meals, and maintaining program documentation
- Attend any trainings and ensure compliance required by the Greater Chicago Food Depository

#### **Event Support**

- With the guidance of the assistant manager of data & registration, coordinate staffing and logistics for new student and alternate orientations
- Support other student and family engagement events, workshops, and outreach visits

**Qualifications:** The ideal candidate will have a passion for and experience working with young people and families from under-resourced communities and schools. They must demonstrate kindness, warmth, friendliness and sincerity in all interactions with youth and adults. The ideal candidate will be able to work a flexible schedule for Marwen programs: Tues - Fri 3 - 8 and occasional Saturdays Fall Term (Sept - Dec) and Spring Term (Feb - April); hours between 9 - 5 Summer Term (May - August).

**Other qualifications include:**

- Experience working in an office setting
- Effective communication skills – verbal and written; pleasant/welcoming demeanor
- Excellent skills in accurate data collection, entry, and management are essential
- Highly organized
- Experience with Microsoft Office and Google Suite
- Interest in youth and art education
- Spanish language skills are highly desirable

Please send cover letter and resume to Karen Quinteros at [kquinteros@marwen.org](mailto:kquinteros@marwen.org) by **December 1, 2018**.  
(No phone calls please.)

Marwen is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law.