Adult ESL Student Coordinator

DEPARTMENT: IELCE  
REPORTS TO: IELCE Assistant Director  
JOB STATUS: Exempt  
SALARY: $39,188

The Full Time Student Coordinator works with the AESL Team to communicate with Adult English Language Learners and manage student files and data; keep and report accurate attendance records; check files and data for accuracy; test and enroll students. They should be thorough, accurate, and have excellent interpersonal skills. They are responsible for greeting students and helping them with enrollment and testing processes. Availability to work some evenings required.

The successful Full-Time Student Coordinator should provide excellent customer service, creating a warm and welcoming environment for all students. Additionally, they should have proficiency with computers and software, such as Google Sheets and Google Docs. Problem-solving skills and the ability to handle high pressure situations while maintaining focus on serving students are very important in this position. They should be flexible, efficient, organized, and capable of solving problems.

This individual should model HopeWorks values and ethics. To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive, and client-centered. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.