



Baxter Academy invites applications for the following part-time position, with opportunity to expand to a full-time position in the Fall.

Baxter Academy
for Technology and Science

Part-Time Enrollment Coordinator

Baxter Academy for Technology and Science is one of Maine's nine public charter schools, designed to bring innovation to the education sector in Maine.

***Our Vision** is for students to: choose work that inspires their imaginations, persevere through setbacks, and innovate with curiosity, conscience, and creativity. We want students to solve realworld problems that matter not only for our school but for the strong future of Maine.*

***Our Mission states:** Inquiry leads learning at Baxter Academy for Technology and Science, a public charter high school free to Maine students. Our project-based STEM curriculum emphasizes real-world problem solving and is paired with a humanities program that connects ideas across disciplines and cultivates strong communication skills. Students design innovative projects through Flex Friday, a unique program requiring initiative, perseverance, and collaboration, as well as reflection on the work and its impact in the community.*

We seek to hire and retain diverse staff who understand and embrace our school's STEM mission and vision and are passionate and proficient in their fields.

The **Part-Time Enrollment Coordinator** will coordinate the enrollment process from application to orientation. Clear, pleasant, professional, and responsive communication skills are a must. A strong candidate would have excellent data management skills, would be proficient in spreadsheet software, and would be able to operate with agility in various online information systems. The Coordinator will report to, support, and work closely with the Executive Director and will be a key member of the operations team.

Duties include:

- Overseeing the enrollment process, including recruitment, application, and enrollment processes.
- Communicating with prospective students and their families responsively and accurately.
- Participating in communications team, managing social media as directed
- Providing campus tours to prospective families and collaborating with staff on enrollment events.
- Collecting, compiling, and maintaining student enrollment data.
- Processing student records requests and maintaining physical student files in compliance with FERPA.
- Assisting Front Office staff with front of house administrative duties as needed.
- Providing administrative support to the Executive Director and other staff as needed.