

## **We are RM Group!**

RM Group is an education management organization (EMO) located in Tucson, Arizona. RM Group, as an EMO, helps oversee five ROSE Academy schools, a group of alternative charter high schools with several locations in the city.

## **Job Summary**

The RM Group is looking for a Student Services Clerk.

## **Salary**

\$14.35/hr.

## **Hours**

8:00am-4:30pm, Monday-Friday

## **Essential Job Functions**

- Record keeping and general clerical functions.
- Maintains a variety of student records for the district, and school, both internal and external for the purpose of audits.
- Ensures accurate data and student files are maintained in the student information system and in cumulative student files.
- Performs enrollment activities (e.g. interpreting transcripts, updating automated student information system, manage data in Student Enrollment Solution [SchoolMint] etc.)
- Communicates with a variety of persons and/or external schools/agencies (e.g. other schools, staff, parents, etc.)

## **Education Requirements**

- High school diploma
- Obtain and maintain an Arizona IVP Fingerprint Clearance Card

## **Experience Requirements**

- Must possess excellent customer service, organizational, and communication skills
- Quick learner
- Strong interpersonal skills
- Confident and competent in technology

## **Benefits Package**

- Employer pays monthly towards your single healthcare coverage
- Dental insurance
- Vision Insurance
- \$15,000.00 Life Insurance paid solely by Rose
- AFLAC
- Pet Insurance
- Long-Term Disability

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ROSE is an equal opportunity employer, committed to the strength of a diverse workplace.