



**CEDAR VALLEY**  
CATHOLIC SCHOOLS

**Job Title: Enrollment and Tuition Coordinator**

**Department: Business Office**

**Reports To: Controller**

**FLSA Status: Non-Exempt**

**Job Purpose:** Reporting directly to the Controller and working closely with the Administrative Team, is responsible for creating, implementing, and updating a recruitment plan to increase infant through 12th-grade enrollment at Cedar Valley Catholic Schools. Responsible for establishing a pool of potential students and for managing all events related to recruitment and retention, as well as coordinating all on-site visits.

**Job Duties and Responsibilities:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

1. Works with internal constituencies to develop, implement and continually update an infant through a 12th-grade recruitment plan.
2. Manages the Cedar Valley Catholic Schools recruitment committee and ambassador program.
3. Effectively communicates the recruitment plan with the administration and board
4. Implements and oversees the registration process from start to finish.
  - a. Enrollment Management - Letters of Intent
  - b. Powerschool - Student Information
  - c. Tuition Management - Tuition Contracts
5. Create and review Cedar Valley Catholic Schools policies and procedures.
6. Process purchase orders (Financial Edge is a portal to the accounting system).
7. Perform job-related duties as assigned by the Controller.
8. Entry of information into and reporting from the tuition database.
9. Assist with registration handouts and mailings.
10. Assist with all aspects of tuition assistance (FACTS and reconsideration).
11. Perform processing of tuition changes in the database.
12. When appropriate, send statements to families, monitor balances, communicate with struggling families. Inform the Controller of problem accounts and propose action to be taken.
13. Regularly review problem collection accounts with the Controller.
14. Process collection activities on past due accounts.

---

**Cedar Valley Catholic Schools**

3231 West Ninth Street | Waterloo, IA 50702  
319.232.1422 | [www.cvcatholic.org](http://www.cvcatholic.org)

Blessed Sacrament Early Childhood Center

St. Edward Elementary School

Blessed Maria Assunta Pallotta Middle School

Columbus Catholic High School

Mission: To Provide an exceptional Catholic education to every student, built on the foundation of faith, discipline, knowledge and service.



**CEDAR VALLEY**  
CATHOLIC SCHOOLS

- 15. Assist with key journal entries and deposits.
- 16. Other duties as assigned.

**Required Qualifications/Personal Characteristics:**

- Support and promote the philosophy of Catholic education and contribute to building a spirit of unity within the Cedar Valley Catholic Schools System.
- Leadership skills for business administration and community building.
- Strong analytical skills to develop and interpret financial forecasts, long and short range financial plans.
- Strong organizational, leadership, and communication skills.
- Strong computer literacy skills; to include database and spreadsheet applications.
- Promote positive public relations with internal and external publics.
- Possess the ability to be flexible, adaptive, and cooperative.
- Ability to maintain confidentiality at all times.
- Demonstrate aptitude for successful fulfillment of assigned responsibilities.

**Acknowledgment:**

I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment.

Employee  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

---

**Cedar Valley Catholic Schools**

3231 West Ninth Street | Waterloo, IA 50702  
319.232.1422 | [www.cvcatholic.org](http://www.cvcatholic.org)

Blessed Sacrament Early Childhood Center

St. Edward Elementary School

Blessed Maria Assunta Pallotta Middle School

Columbus Catholic High School