



VACANCY NOTICE

POSITION: Seasonal Registrar Assistant
LOCATION: Central Office
START DATE: May 19, 2025 - August 29, 2025
HOURS: 8 hours per day/7:30a - 4p Monday-Friday
(FLEX DAYS on 4/10, 4/23, 4/29, 7/08, 7/16 and 7/24 of 10:30a-7p)
SALARY: \$15.00/hour
BENEFITS: NOT APPLICABLE

QUALIFICATIONS/EXPERIENCE: See attached Job Description

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Posting: April 14, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status

Education Support Personnel

Job Description

Position: Summer Registrar Assistant

Reports to: Assistant Superintendent or Assistant Superintendent designee

Qualifications/Skills:

1. High School diploma or equivalent
2. Proficient in district management systems to include eSchool
3. Experience with Google Apps for Education and Excel
4. Ability to work well with the public and staff
5. Ability to multitask
6. Good computer skills
7. Good organizational skills
8. Must be able to handle all confidential information in a discreet manner
9. **Spanish language skills are not required but welcome**

Terms of Employment: Temporary Summer Position: Immediate - August 30
Work Hours: 7:30 - 4:00, Monday - Friday
Flex Days on 7/17, 7/24, & 7/30 10:30 - 7:00

Basic Function: Completes all tasks associated with families completing the registration process in direct support of the District Registrar. Conducts final reviews of registration applications and communicates with families to complete the registration process.

Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Contacts and coordinates with new families to the district to complete enrollment.
2. Reviews and finalizes registration documentation.
3. Processes all address changes for district families.
4. Attends and participates in summer registration events.
5. Records all legal documents for students into eSchool
6. Performs such other duties as assigned.