Job title	*Child Records Assistant*
Reports to	*Enrollment Manager*

Job Summary

Responsible for assisting the Enrollment Manager with the day-to-day child records collection, entry and filing processes. Additional tasks may be assigned as needed for business operations.

Duties and Responsibilities

The Child Records Assistant will be responsible for fulfilling the following duties:

- Ensure that each child enrolled at the Children's Learning Center has a paper file with documents and forms required by State Licensing
- Enter child information into ProCare (CLC's software system)
- Manage location of child files within the following categories and ensure that cabinets are labelled accordingly: active, school-age active and summer only, recently cancelled, collections, and archive
- File all paperwork that needs to be in child files, ensuring that it has gone through the appropriate people and is complete before doing so
- Track all required health and immunization information required for children. This involves running regular reports from ProCare, sending requests to parents and passing on non-compliance issues to the Enrollment Manager for further action
- Work with Enrollment Manager to assist with double-checks and projects as needed
- Assist in other data entry and filing projects as needed
- Provide reception desk coverage when necessary

Minimum Qualifications

Minimum Qualifications include:

- UW-Milwaukee Student
- Excellent verbal and written communication
- Outstanding customer service skills
- Ability to multi-task and maintain an organized area in a complex environment
- Experience with Microsoft applications

Preferred Qualifications include:

- Previous record-keeping experience
- Experience with Microsoft applications

Working Conditions

Work is performed in a University office environment involving possible exposure to low level noise and chemicals related to the operation of basic office equipment. Exposure to varying office temperatures due to heating and cooling system. Work in the Children's Learning Center requires a basic understanding of, and attention to, child safety.

Physical requirements

Must be able to lift and move boxes weighing up to 30 pounds.