

East Coast Migrant Head Start Project Job Announcement

Senior Enrollment Specialist Raleigh, NC

East Coast Migrant Head Start Project (ECMHSP) is a federally funded program serving migrant farm worker children (6 weeks – 5 years of age) in 7 states and is seeking a Senior Enrollment Specialist in the Raleigh office.

The Director of Enrollment is looking for a detail-oriented individual to monitor, review, report and ensure that all Head Start Family/Child Eligibility and ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) records are accurate and complete within established timelines.

The successful candidate will have the ability to coordinate projects, analyze data and work independently. Proficient in Microsoft Office programs. Head Start and Child Plus experience preferred.

Preferred: – Bachelor degree in Business Administration, Information Technology or related field, and three years' experience working with ERSEA or three years' experience working with database management/information systems or a combination of ERSEA and database management/information systems. ERSEA Certification.

Accepted: Associates degree in Business Administration, Information Technology or related field, and five years' experience working with ERSEA or five years' experience working with enrollment information systems or a combination of ERSEA and database management/information systems.

Salary is commensurate with education and relevant experience. ECMHSP offers an excellent benefits package.

To apply:

Internal candidates: Click on the link below:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ecmhsp&jobId=238129&lang=en_US&source=CC2 OR

Log in into ADP, go to Myself >Talent >Career Center, click on the Senior Enrollment Specialist job ad, and then click on Apply

External candidates: Click on the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5de0fcc2-010f-45a4-9279-a4851fde1fea&jobId=238129&lang=en_US&source=CC3&cclid=19000101_000001 OR

Go to <http://www.ecmhsp.org/jobs.html> and then, click on [Click Here to enter Career Center](#)

EOE, ADA