



## **The Bent Writing Institute seeks registrar intern**

Bent promotes and encourages written and spoken word among LGBTIQ people and in our communities. We offer creative writing classes, outreach and performing opportunities and we need YOU.

We're looking for someone who can devote 10 hours each week to keeping our classes running smoothly, and assisting our Art & Education Director. This is a great opportunity if you are considering a career in nonprofit management. Though you will primarily be responsible for registrar duties, there is plenty of room to learn management skills by helping Bent's board and staff take the organization to the next level. We're hoping for an intern who can spend the next 9-12 months in this position.

Qualifications: Proficiency with MS Office, good organization, written, and communication skills. Hours are mostly flexible.

Please send an e-mail that describes why you are interested in the position and relevant work experience to Bent at [info@bentwriting.com](mailto:info@bentwriting.com) by August 1, 2007.

### **Bent Registrar Description of Duties**

- Receive and respond to inquiries from potential students
  - Check Bent email two-three times per week, responding to all inquiries within four days
  - Send descriptions of classes and meeting times to potential students
  - Send tuition information to potential students
  - Respond to further inquiries about classes and tuition
  - Return calls of potential students to respond to the above
  - After relaying info, follow up once with potential student via e-mail or phone
- Match students with classes
  - Conduct preliminary assessment of best match for potential students to current Bent classes
  - Seek and obtain approval from art and education director for final match
  - Inform potential student of match decision and request first month's payment
  - Make sure A&E director is informed before a student attends class
- Maintain and coordinate student files
  - Collect and file enrollment forms from new students
  - Maintain a list of current student e-mail addresses, phone numbers, and mailing addresses
  - Send weekly e-mail address updates to A&E director and bookkeeper
- Financial/Tuition Coordination
  - Send names, e-mail addresses, and start dates of incoming students to bookkeeper
  - Coordinate with bookkeeper to document the receipt of first checks

- Once payment is received, inform A&E Director to hold a class slot
  - Remind outgoing students to inform accounting department of departure in order to avoid student's ongoing charge
  - Coordinate with bookkeeper regarding scholarships as they relate to class slots
- Maintain waiting lists for classes
  - Keep clear records of wait lists
  - Provide monthly updates to potential students on waiting list, and A&E Director
- Update webmaster of class schedule changes
- Send written monthly report on class registration to board of directors, copy to A&E director
  - Report to include:
    - Total number of current students enrolled, broken down by class
    - Number of students on the wait list
    - Number of students departing from classes (since last report)
    - Number of students entering classes (since last report)
    - Other issues of concern
- Minimal recruitment of Bent students
  - Send monthly e-mail about Bent classes to community groups