

# Lottery Administrator

## *Job Description & Time Commitment*

- [Requires signed MMCI Confidentiality Agreement Form](#)
- Requires daily access to a computer
- Understanding of MMCI lottery process, rules and procedures
- Utilize the MMCI lottery program (SmartChoice) for all MMCI schools to:
  - Review 2,500+ applications
    - resolve application discrepancies
    - link siblings
    - assign priority levels to staff and siblings of existing students
    - accept applications
  - Run the lottery (held annually)
  - Offer seats to students as they become available
- Provide a monthly report to the BOT
- Respond to parent questions via email and occasionally speak with parents on the phone if needed
- Work with school principals and assistants to fill slots as needed based on school preference

## *Dates & Times (if applicable)*

- Daily (5-20min/day)
- Heavier times during
  - Lottery application period (Jan-March)
  - Offering of seats at the beginning of the school year (Aug-Sept)

## *Location*

- Anywhere with private internet access

## *Point of contact*

- Lottery Committee
- Tara Dunsmore, President, Board of Trustees
- Principals and Administrative Assistants of each school
- Other lottery volunteers