

# Assistant Registrar



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| <b>Job Title</b>                 | <b>Assistant Registrar</b>   |
| <b>Extended Job Title</b>        |  |
| <b>Department</b>                | Academic Affairs   |
| <b>Job Category/FLSA Status</b>  | Part -Time   |
| <b>Accountability/Reports To</b> | Vice President of Academic Affairs and Registrar   |
| <b>Authority Over/Manages</b>    |  |
| <b>Security Sensitivity</b>      | Yes  |
| <b>Position Description</b>      | <ul style="list-style-type: none"> <li>➤ Provide assistance to the Registrar in planning, organizing and implementing all administrative activities relating to the Office of the Registrar.</li> </ul>  |
| <b>Major/Essential Functions</b> | <ul style="list-style-type: none"> <li>➤ Provide assistance with registration and reporting processes;</li> <li>➤ Provide accountability for implementation and monitoring policies concerning student enrollment, enrollment verification, academic records, matriculation, transfer work, grade reporting and processing, academic progress, graduation and certificate and degree certification;</li> <li>➤ Be part of a collaborative team environment where staff are encouraged and supported in spiritual, personal and professional development;</li> <li>➤ Be part of an effective collaborative partnership with Admissions, Advising, Academic Affairs, Faculty, Student Financial Services, Bookstore and other services/practices as related to students and the Office of the Registrar;</li> <li>➤ Assist in monitoring operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulations, and accreditation standards;</li> <li>➤ Remain current on policies and regulations to ensure compliance;</li> </ul> |
| <b>Duties/Responsibilities</b>   | <ul style="list-style-type: none"> <li>➤ Receive, pre-evaluate, and scan transcripts;</li> <li>➤ Setup transcript evaluations with the Deans and upload transfers into Populi;</li> <li>➤ Temporarily store and then eventually destroy transcripts;</li> <li>➤ Assign student user IDs in LifeSize;</li> <li>➤ Mail official acceptance letters and dismissal letters;</li> <li>➤ Mail transcripts and other requested documents from students;</li> <li>➤ Mail Diplomas;</li> <li>➤ Update Populi calendar add faculty reminders each semester;</li> <li>➤ Create recording keys, send keys to professors, create user groups for each course, assign students to course groups after registration is closed;</li> <li>➤ Insert course checklists in every course;</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>➤ E-mail each course section regarding Course Checklist;</li> <li>➤ Record attendance every week and communicate with Financial Aid Department;</li> <li>➤ Facilitate End of Course Surveys, Save results to faculty folders for each course;</li> <li>➤ Perform and maintain Location Audits each semester and communicate with Registrar;</li> <li>➤ Review reports and archive students after 3 semesters;</li> <li>➤ Assist in planning, coordinating, and maintaining the Academic Calendar,</li> <li>➤ Proofread schedules;</li> <li>➤ Assist with roster verification with faculty;</li> <li>➤ Set up reminders for faculty on the calendar;</li> <li>➤ Assist in Benchmarking;</li> <li>➤ Assist in tracking transcripts in and out, schools, etc.;</li> <li>➤ Assist in updating forms as needed;</li> <li>➤ Assist with Commencement events and ceremony.</li> </ul>  |
| <b>Required Qualifications</b>                                 | <ul style="list-style-type: none"> <li>➤ Bachelor degree with one to two years experience in college or university Registrar's Office or related experience;</li> <li>➤ Be in complete agreement with the doctrinal position of the college and able to sign its doctrinal statement without reservation</li> </ul>  |
| <b>Preferred Qualifications</b>                                | <ul style="list-style-type: none"> <li>➤ Bilingual in Spanish.</li> </ul>  |
| <b>Equipment, Skills &amp; Knowledge Needed To Perform Job</b> | <ul style="list-style-type: none"> <li>➤ Expertise in student information systems experience and technical skills;</li> <li>➤ Excellent relational, communications, academic and administrative skills;</li> <li>➤ Ability to identify and communicate Seminary mission and vision and develop implementation strategy to achieve the same;</li> <li>➤ Excellent interpersonal and organization skills and a commitment to outstanding student service;</li> <li>➤ Ability to communicate clearly and consistently in writing, counseling, and professional relationships with colleagues;</li> <li>➤ Ability to work with others to achieve operational requirements;</li> <li>➤ Ability to manage multiple projects simultaneously while achieving goals and objectives;</li> <li>➤ Ability to work effectively under pressure and meet deadlines;</li> <li>➤ Ability to assess problems, identify appropriate actions and communicate solutions to management and student customers;</li> <li>➤ Ability to counsel with students and provide advice and directions as appropriate to resolve issues and complaints;</li> <li>➤ Proficiency in use of Internet, and e-mail.</li> </ul> |
| <b>Mobility/Physical Demands:</b>                              | <ul style="list-style-type: none"> <li>➤ Employee must sit, stand and walk.</li> </ul>   |

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|  | <ul style="list-style-type: none"><li>➤ Employee must talk and listen via face-to-face contact and telephone.</li><li>➤ Employee may be required to lift and/or move up to 50 pounds.</li></ul> |
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