



## Job Description

<b>Job Title:</b>	Assistant Registrar	<b>Job Code:</b>	
<b>Department:</b>	Admissions, Registration and Records	<b>Grade:</b>	J
<b>Date:</b>	June 2005	<b>FLSA:</b>	Non-Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Assist the Registrar with services to support the student enrollment process, prepare student records and enforce the college's policies and procedures for admissions.

### **Characteristics, Duties, and Responsibilities:**

1. Assists the Registrar with daily office responsibilities.
2. Assists with training, scheduling and delegating work to the support staff.
3. Assists staff in resolving complex residency, admissions and registration issues.
4. Issues transcripts, grades and SSN changes.
5. Compiles training materials for new staff members.
6. Submits and maintains files in storage facility.
7. Verifies enrollment for all students to include loan deferments, insurance forms, and background checks.
8. Provides evening coverage during registration.
9. Assists in locating archived files and/or transcripts through researching the microfiche, microfilm, and various reports.

### **Reporting Relationships:**

**Direction Received:** Reports to the Registrar.

**Direction Given:** Functional lead/guidance over nonexempt staff and student workers.

### **Minimum Requirements:**

Bachelor's degree and one year experience with operations in a registrar's office.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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### **Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of Immigration & Naturalization Service Regulations

Knowledge of Family Educational & Rights & Privacy Act Regulations

Knowledge of State Residency policies

Ability to interpret complex policies and procedures

Demonstrated ability to maintain confidentiality

Excellent communication skills

Ability to prioritize, coordinate and manage; attention to details

Proficiency in computer and office software applications

### **Working Conditions:**

Typically office environment.