

POSITION DESCRIPTION

JOB TITLE: ASSISTANT REGISTRAR

DEPARTMENT/DIVISION: RECORDS/STUDENT AFFAIRS

SALARY RANGE: \$47,770 - \$53,008 (Professional Staff, Grade 7)

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: REGISTRAR

SCHEDULE DETAILS: PROFESSIONAL/FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MO

DATE OF LATEST REVIEW/REVISIONS: APRIL 2024

Position Summary

Crowder College is looking for an Assistant Registrar with the necessary skills and experience to provide support to the Registrar and Records Department. The Assistant Registrar is responsible for supporting the management of student records, processing graduation applications, evaluating incoming transcripts, awarding degrees and certificates, and processing outgoing transcripts. When the Assistant Registrar is winning, all student records are up to date, accurate, and secure, transcripts are evaluated and processed thoroughly and accurately, and degrees and certificates are awarded while being compliant with all state and federal reporting guidelines.

Essential Job Duties

- Support the Records functions conducted by the Registrar ensuring accuracy, reliability, timeliness, retrieval, release, and security of all student records and transcripts
- Support transcribing transfer course equivalencies, the degree audit process, processing graduation applications
- Process diplomas
- Support state enrollment reporting, midterm, and final grades submissions
- Record non-attendance administrative withdrawals
- Assist with the National Student Clearinghouse and NSLDS error reports
- Support the Missouri Reverse Transfer process
- Support the maintenance of the electronic course catalog
- Serves as a member of the Graduation Committee
- Fulfill any other duties which job-related circumstances may demand

Required Knowledge, Skills & Abilities

- Bachelor's degree.
- Two years of related work experience in enrollment or academic advising or equivalent.
- An unusually high degree of accuracy in data entry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent critical thinking, communication and interpersonal skills.
- Ability to analyze data and make informed decisions.
- Ability to perform multiple tasks and remain calm during frequent interruptions.
- Ability to establish and maintain positive working relationships with other employees.
- Ability to handle confidential material judiciously.

Preferred Knowledge Skills & Abilities

- Master's degree.

Information Technology Abilities

- Ability to operate a personal computer within the Crowder College Network environment using the currently available Microsoft Windows operating system.
- Ability to use E-mail and associated calendaring/scheduling applications.

- Ability to use MS Office and other compatible products (Word, Excel, Teams, SharePoint, etc.).
- Ability to learn and use basic function of various software including Jenzabar, Canvas, Anthology.

Positions Supervised

- None

Working Environment

- Generally indoors in a office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours, with some evening and/or weekend work required from time to time.
- May have an occasional overnight trip.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Generally sedentary work involving sitting most of the time but will involve outdoor mobility within the campus and various sites (even in inclement weather) engaging in physical activities such as walking (sometimes long distances) when helping with student activities.
- Input, access and distribute information using computers.
- Ability to concentrate on assigned tasks and pay close attention to detail.
- May sit at a work station for up to three (3) hours at a time.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Creative and Analytical Skills

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to devise or modify methods or processes to solve specific problems.

Language/Communication Skills

- Effective telephone communication skills, including ability to obtain and provide information verbally.
- Ability to communicate effectively with a variety of people, including students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.
- Ability to read English in order to proofread and perform grammatical and spelling edits.

***CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.