Senior Registrar Assistant

Applications are being accepted for the Senior Registrar Assistant position. This position will assist the Registrar in day-to-day activities related to managing graduation petitions, transcript requests, and evaluation of transfer credit. The Senior Registrar Assistant will assist with registration of special student groups and manage the registrar office email account. This position will assist in maintaining compliance with federal, state and institutional policies and regulations including but not limited to FERPA regulations and the National Student Loan Clearinghouse.

Normal Weekly Hours: 40 hours per week for 12 months per year. Hours vary between 8:00 am – 6 pm Monday - Thursday, 8:00 am – 4:30 pm on Friday due to operational situations and the need for office coverage in the student services area.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:
- Associate’s degree required in a related field.
- Three years of previous office experience desired.

Necessary Knowledge, Skills, and Abilities:
- Ability to learn the legal aspects of student records compliance and confidentiality.
- Ability to understand and comply with federal, state and institutional regulations and policies, including FERPA regulations.
- The ability to multi-task, be flexible, and adjust priorities.
- Time management skills
- Demonstrated ability to work collaboratively with diverse groups of people.
- Excellent computer skills as appropriate for the area as well as the ability to update skills based on new computer technology. This includes proficiency in the Microsoft Office Suites programs.
- Must have necessary skills to be cross-trained to support all functions of the area.

In accordance with the School Support Personnel Agreement, this position's starting salary is $32,115.20. A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to careers@northweststate.edu using subject line “Senior Registrar Assistant.”

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on “Careers at NSCC.”
POSTION TITLE: Assistant - Senior Registrar  
DEPARTMENT: Student Services  
SUPERVISOR: Registrar  
GRADE LEVEL: Support  

Normal Weekly Hours: 40 hours per week for 12 months per year. Hours vary between 8:00 am – 6 pm Monday - Thursday, 8:00 am – 4:30 pm on Friday due to operational situations and the need for office coverage in the student services area.

GENERAL PURPOSE
This position will assist the Registrar in day-to-day activities related to managing graduation petitions, transcript requests, and evaluation of transfer credit. The Senior Registrar Assistant will assist with registration of special student groups and manage the registrar office email account. This position will assist in maintaining compliance with federal, state and institutional policies and regulations including but not limited to FERPA regulations and the National Student Loan Clearinghouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Organize and maintain files of students who have applied for graduation. Evaluate coursework for completion of degree requirements and communicate needed requirements to students. Monitor and follow-up with students to complete course work and e-portfolio. Enter substitutions and/or waivers into DegreeWorks as needed. Update record for degree completion and mail diplomas, and communicate to non-completers.
2. Complete transfer evaluations, research course equivalences and award appropriate credit to student record.
3. Maintain transfer credit database and assist in the management of the state transfer database.
4. Assist with Registrar Office procedures including but not limited to class cancellations, 14 day enrollment count, academic amnesty, grade changes, registration changes, proficiency credit, and information changes.
5. Maintain accuracy of all academic records, including international students and Veterans.
6. Assist with registration of IBEW, CTS, and Early Admit students as needed.
7. Assist students with understanding myNSCC portal regarding accessing grades, schedule, registration; College Catalog regarding academic policies and the Refund/withdrawal schedule.
8. Assist with routine office procedures including, but not limited, responding to walk-in students, faculty, staff, phone questions, emails, and using Kofax to scan. Manages the registrar office email account.
9. Participate in college committees.
10. Other similar duties as assigned.

QUALIFICATIONS

Education and Experience:
- Associate’s degree required in a related field.
- Three years of previous office experience desired.

Necessary Knowledge, Skills, and Abilities:
- Ability to learn the legal aspects of student records compliance and confidentiality.
- Ability to understand and comply with federal, state and institutional regulations and policies, including FERPA regulations.
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- Time management skills
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SUPERVISION EXERCISED
May supervise student workers, if applicable.

RESPONSIBILITY FOR PUBLIC CONTACT
Position will have frequent contact with current, former, and prospective NSCC students; as well as the general public and NSCC faculty / staff,

PHYSICAL DEMANDS
The physical demands described here 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.

WORK ENVIRONMENT
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.