Job Description

Title: Registrar Clerk (Part-time)
Department: Registrar’s Office
Reports to: Registrar
FLSA Status: Non-Exempt (Hourly)

Job summary
Assists Registrar and Assistant Registrar maintain a thorough and permanent set of academic records insuring privacy and confidentiality of records according to the Family Educational Rights and Privacy Act; maintains student records to meet federal and state compliance requirements; provides general office support; assists students and faculty; performs other duties as assigned.

Mission
Promote the education of the whole person in the context of a Christian community in which students are encouraged to develop a love of learning and to live lives of balance, generosity and integrity.

Essential Job Functions
- Maintain a current listing of textbooks for every course delivered in the University. Data will be delineated by delivery method or other method as directed.
- Represent the University as the liaison with the contracted textbook provider.
- Data entry, typing, file and document management, and reception duties.
- Issue official and unofficial transcripts and letters of standing on request.
- Prepare and issue enrollment verification and loan deferment forms.
- Maintain accurate records of all transcripts and forms issued.
- Issue absent warnings/drops as submitted by instructors.
- Assist with entering course information for State Regents Report.
- Assist with student course enrollment/changes.
- Assist with Commencement exercises.
- Control and inventory forms.
- Assist in daily office procedures and tasks.
- Assist with Career Services activities as needed.
- Assist with coordination of annual Job Fair for students and local employers.
- Other duties as assigned.
Minimum requirements
Associate degree and a minimum of two years data entry/office experience required. Bachelor’s Degree and experience in an academic environment preferred with demonstrated skills in Microsoft Office Suite, specifically Microsoft Excel.

- Self-motivation, industriousness.
- Effective communication and interpersonal skills, including good listening skills, respect for confidentiality and ability to deal effectively with change and conflict.
- Good office organizational abilities.
- Able to effectively manage a diversified workload.
- Able to maintain composure in stressful situations while maintaining attention to details and accuracy.
- Able to meet deadlines.
- Flexibility in work schedule to include some nights and weekends.

Physical/Mental Demands Required
Primarily sedentary work requiring the ability to lift/carry a maximum of 25 pounds; physical requirements include frequent bending, standing, walking; continuous ability for speech communication and hearing in order to communicate with employees and the public, vision for reading, recording and interpreting information, and ability to sit for long hours at a time. Mental demands require continuous ability for both oral and written communication; frequent problem solving and concentration; and occasional analytical ability and creativity. Frequent hand/eye coordination to operate personal computer and office equipment.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Last Revised: 7.23.2015