FISK UNIVERSITY

Job Description Form

Position Title: Assistant Registrar

Department: Registrar's Office

Reports To: Registrar

FLSA Designation: Exempt

Bargaining Unit Position: No

Date Written/Revised: October 2012

POSITION SUMMARY

The Assistant Registrar will manage the daily operations of the Office of the Registrar under the guidance of the University Registrar. The mission of the Office of the Registrar is to provide the best service possible to students, faculty and staff. This position is primarily responsible for the effective management of the areas of enrollment verifications/veteran's certification, academic standing, athletic eligibility, graduation, CAPP and coordination of work with other campus departments. The Assistant Registrar will assist the University Registrar with special projects and other administrative duties as assigned. The Assistant Registrar will assume the management of the Office of the Registrar in the absence of the University Registrar

ESSENTIAL FUNCTIONS

- Manage the daily processing of student requests to include: transcript requests, enrollment verification requests and graduation.
- Manage the functions of Registration, particularly cross registration, transient enrollment and transfer credit.
- Maintain the CAPP curriculum (Curriculum, Advising and Program Planning) Module of the SCT Banner student database.
- Coordinate the filing systems for the up dating of active and inactive files.
- Process and prepare evaluations of transcripts of students who are candidates for a degree.
- Compile a list of candidates for degree and assist with graduation/commencement.

- Assist with all reporting needs for the office.

SECONDARY FUNCTIONS

- Assist the University Registrar in other administrative functions as needed.

ORGANIZATIONAL RESPONSIBILITY

Student Work Study Staff

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Quality customer service management skills.
- College and university work environment.
- Knowledge of university policies and procedures.
- Excellent organizational and interpersonal skills.
- Ability to foster a cooperative work environment.
- Must be able to schedule and meet deadlines.
- Ability to produce documents using Microsoft Word and Excel.
- All academic record information is confidential. Must use discretion when releasing any type of student information.
- Organizational skills important since multiple tasks are performed.
- Liability for academic records for all current students, former students and alumni of the university.
- Must be detailed-oriented

QUALIFICATIONS

Bachelor's degree and three years of experience in records, or an equivalent combination of related education and experience.

Experience:

- Knowledge of records/registration functions and procedures.
- Ability to work effectively with students, faculty, and staff
- Knowledge of computer support systems
- Ability to handle projects with minimal supervision
- Experience working in a higher education setting
- Experience in enrollment services preferred
- Two (2) years of SCT Banner software experience preferred

Licenses or Certificates: None Required

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.