



Position Title: **ASSISTANT REGISTRAR**

Department: Enrollment Services

Reports To: Registrar and Director of Academic Records

**Classification/
FLSA Status:** Level II (Exempt)

Primary Function: The assistant registrar, under the supervision of the registrar and director of academic records, provides support to the registrar's office, for management and execution of routine administrative duties. Primary responsibilities include preparation of exam schedules, assistance with student course scheduling, and coordination of faculty mentor assignments. The assistant registrar performs duties governed generally by broad instructions, objectives and policies involving frequently changing conditions and problems.

Key Responsibilities:

1. To manage the daily operations of the office of the registrar
2. To assist the registrar and director of academic records with schedule advisement, and provide information to students regarding graduation requirements
3. To assist the registrar and director of academic records in performing degree audits
4. To assist the registrar and director of academic records in planning and conducting registration
5. To prepare the final exam schedule for students, with special consideration given to those on mixed schedules
6. To prepare the instructor proctor list for final exams
7. To prepare the accommodations final exam list for student affairs staff

8. To gather and organize recipient names who have earned college certificate awards, design and print the certificates, and obtain the necessary signatures
9. To assign faculty mentors of students based on their designated AATP levels
10. To process quarterly grades and grade cards
11. To assist with the processing of NBCE applications
12. To provide services to students regarding national and state board requirements
13. To assist with the processing of transcripts
14. To assist students/prospective students with advanced standing requests
15. To order diplomas, certificates and other office supplies
16. To provide information and assistance to students, faculty and various departments within the college
17. To train and supervise the college work-study students working in the registrar's office
18. To assist the registrar and director of academic records to ensure the security of student records in all formats
19. To assist the registrar and director of academic records to ensure classrooms and laboratory space are utilized efficiently
20. To serve on the Academic Affairs, Admission and Curriculum Review Committees in alternating terms with the registrar and director of academic records
21. To serve as a notary for the college
22. To participate in the annual Lyceum program and graduation exercises
23. To participate in professional development opportunities as needed and permitted by budget

Miscellaneous

1. To assume such other duties as may be assigned by the registrar and director of academic records
2. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel
3. To demonstrate commitment to the mission of Sherman College in any way correlated to the position

Basic Knowledge and Skills:

Bachelor's degree required

1-2 years' experience in higher education records setting

Knowledge of FERPA

Excellent organizational skills

Excellent customer service, interpersonal and communication skills

Ability to apply policies and solve problems effectively

Ability to maintain appropriate confidentiality of the department and college

Computer: Microsoft Office Suite and data entry skills

Preferred Knowledge and Skills:

Computer skills: Anthology SIS system

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental stresses: Fast-paced office environment with numerous and simultaneous demands and deadlines; difficult people/student demands

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature:

Date: