



# BENNETT COLLEGE

## Job Posting

**Title:** Assistant Registrar

**Date of Posting:** 2/27/2020

**Closing Date:** Until Filled

**Department:** Office of the Registrar

**Reports To:** Registrar

### **GENERAL SUMMARY:**

The Assistant Registrar reports to, and works in cooperation with the Registrar, to ensure that academic policies and procedures are enforced and proper records are maintained. The Assistant Registrar provides support to all of the specialty areas within the Office of the Registrar: records, registration, and degree check. Primary areas of responsibility can include oversight and coordination of specific Office of the Registrar projects such as assisting with the investigation of discrepancies of degree verifications between the College and the National Student Loan Clearinghouse (NSLC), processing exceptions into the degree audit system, assisting in the graduation clearance process, providing written documentation of the Office of the Registrar processes and procedures, coordinating dates and deadlines for the Colleges enrollment management operations calendar, providing general support to all Office of the Registrar functional areas as needed, running queries to provide information to staff and administrators for decision-making purposes, and coordinating special projects for the Office of the Registrar as needed.

The candidate should attend at least three professional development seminars, webinar or conference:

- (Veterans Affairs Educational Benefits Meeting)
- Registrar 101 (webinar)
- Jenzabar
- Greater Greensboro Cross-Registration Consortium semi-annual (free)
- National Student Clearinghouse (free)

## **ESSENTIAL JOB FUNCTIONS:**

- Serve as a primary processor of tasks such as transcript production, grade changes, changing and building academic records, course registrations, withdrawals, leave of absence and processing applications for degree, grade change forms, FERPA holds, and providing support for processing enrollment and/or degree verification certificates.
- Assist in the investigation of degree verification discrepancies between the College and National Student Loan Clearinghouse (NSLC) records
- Manage veteran enrollment verification using VA-Once in the US Department of Veterans Affairs
- Assist the College Registrar in the daily operation of the Office of the Registrar by creating, revising, and distributing Office of the Registrar policy and procedure manuals, assisting Office of the Registrar with questions on policies and procedures (e.g. end of semester functions, reporting operational statistics, reviewing proof and edit reports, course registration)
- Responsible for approving cross-registrations within the Greater Greensboro Consortium Cross-Registration Program and the on-campus direction of the program
- Assist with the coordination and evaluation of new and student transfer credit
- Oversee front desk operations by providing exceptional customer service to students, faculty and staff who contact the Office of the Registrar for assistance
- May hire, train, and supervise the student employees within the Office of the Registrar, coordinates student employee schedules, approve student employee time reporting for payroll
- Assist the College Registrar in time-sensitive assignments that may be outside of regular responsibilities including, but not limited to, class schedule building, course catalog building, and end-of-term processing
- Coordinate, proof, and publish all academic dates and deadlines as Assigned and/or established through the Office of the Registrar (Enrollment Management Operations Calendar).
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses/conferences, and attending training and/or courses required by the Registrar.
- Contribute to the overall success of the Office of the Registrar by performing all other duties and responsibilities as assigned.
- Must actively support the mission of the College by working with faculty, staff and students to share in the Colleges core values
- All other duties as assigned

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be knowledgeable in the use of Microsoft Office, higher education student administrative systems (Jenzabar), and web portals
- Ability to analyze and interpret database reports and computer system needs is required
- Ability to manage details associated with the implementation of complex policies and procedure
- Excellent customer service and supervisory skills
- Ability to understand and communicate complex policies and requirements
- Excellent oral and written skills

## **EDUCATION AND EXPERIENCE:**

Required:

- Bachelors' degree
- Four years of administrative experience (two of the four years of experience must include experience in administering complex processes)

Preferred:

- Two years' experience in a similar position in higher education, especially in a Registrar's office or related environment

## **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - click on "Quick Links" at the top of the home page
  - click on "Employment Opportunities"
  - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED**

**NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.