### Job Description

**Job Title:** Registrar Coordinator  
**Division/Department:** CAGS Registrar, #340  
**Location:** Main Campus  
**Position Number:** # 124  
**Position Type:**  
- [x] Full-time  
- [ ] Part-time  
- [ ] Student Worker  
**FLSA Status:**  
- [x] Exempt  
- [ ] Non-Exempt  
**Hours worked Per Week:** Approximately 40

### POSITION SUMMARY:  
The Registrar Coordinator will work directly under the Registrar to oversee the integrity of student academic information; process, maintain and provide student academic records; provide verification of student records, as well as seeing that the academic policies of the institution are followed by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:  
- Update student records/enrollment/transcripts  
- Review and Issue official transcripts for students and alumni  
- Filing documents as needed  
- Assist instructor with course roster and answer questions regarding the Faculty portal  
- Assist student, faculty and alumni with student record verifications  
- Create enrollment verification letters, process, copy, mail and fax students In-School Deferment Applications  
- Maintain schedule of courses  
- Assist VA certifying officials  
- Assist with the commencement ceremony arrangements including processing diplomas for all graduating students; create a list of degree recipients including past degrees attained for the commencement program and other commencement-related publications and tracking student participation in the graduation ceremony.  
- Assist students with access to the student portal  
- Other duties as assigned

### QUALIFICATIONS:  
**Skills:** Ability to interact comfortably and appropriately with students, staff and alumni; customer-service orientation and philosophy to support and interpret student inquiries and needs; strong problem-solving and critical thinking skills required; team-oriented individual necessary to provide support in a high-demand environment. Discretion is vital as most information and data handled is of a confidential nature.

**Abilities:** Ability to work on multiple projects simultaneously; comfortable with not completing tasks in a linear fashion; excellent interpersonal skills, including the ability to defuse confrontational situations; able to quickly and accurately enter data. Ability to utilize and work comfortably with a variety of software programs (Jenzabar, Parchment, National Student Clearinghouse, Microsoft Office, and Desire 2 Learn)

### EDUCATION and/or EXPERIENCE:  
Experience in a higher education setting, preferably in some area of student services; possesses an understanding of higher education administration.

### COMPUTER SKILLS:  
Microsoft Office application especially, Outlook, Access, Excel, and Word; and keyboarding.

### PHYSICAL DEMANDS:  
Light lifting and standing (filing)

### WORK ENVIRONMENT:  
Office environment requiring business casual.