Position: Coordinator, Registration, Non-traditional Programs
Department: Registrar
Reports to: Registrar

Scope of Responsibilities: This position will assist in the coordination of the records for the Prison and all Non-traditional programs. The Coordinator of the Registrar’s Office functions by assisting in decision making, maintaining a balanced workplace, and being available to help students and their parents when needed. The goal of the office is a team effort with a give-and-take perspective during busy/slower times so the staff can stay balanced in its workflow and yet accurately serve faculty, students, and the public.

Essential Responsibilities: (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

General: Be trained in the responsibilities of the Coordinator of the Non-Traditional programs. To oversee key areas within the department by planning, training, and organizing various duties in order to maintain a balanced workplace. Create and maintain Advising Manuals, Office Policy Manuals and Academic Policy Manuals. Answer all calls and maintain all appointments associated with the Registrar. Review transcripts, departmental exam reports, and CLEP exam reports and enter this information into i5 system. Assist Registrar on statistical reports. Assist with graduation. Maintain a uniform transcript and expedite transcripts in an accurate and timely manner assuring completion within the minimum eight-day requirement. Create and proof academic check sheets for seminary and undergrad. Maintain consistent and accurate student records. Process grade changes and grade entry from professors and enter into the i5 system. Process requests for room usage and make entries into the Meeting Room Manager. Perform other duties as assigned.

Registration: Process registration forms for non-traditional and unclassified students. Create class schedules and send correspondence to prepare for college students’ arrival. Prepare advising material by evaluating test scores and transcripts to assist Advisor in working with students. Provide The Learning Center, Business Office and Student Affairs with information concerning new students. Track missing data on files sent to the Registrar’s Office. Approve withdrawal forms for students. Process all curriculum declarations and drop/add forms for students. Filter and appropriately handle all customer complaints with sensitivity towards maintaining healthy relationships between staff, faculty, students and parents with the school. Purge files: checking hard files against i5 for accuracy. Schedule all appointments for junior and senior audits quarterly or as needed. Process all i5 information on graduating seniors in the Student Master & Degree History to ensure accurate data both in the Registrar’s records as well as in the Alumni and Advancement offices’ records. Maintain degree histories for students.

Supervision: May supervise student employees to include training, planning, assigning and directing work. Addressing complaints and resolving problems. Must have a mindset of mentoring employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications: Minimum: Two years of work experience in a college office setting. Two years office management experience. Strong working knowledge of the MS Office Suite and willingness to learn the i5. High level of accuracy and attention to detail. Excellent interpersonal communication skills. Good writing skills with ability to create professional looking documents, which will be sent to other institutions as well as banks and insurance companies. Able to handle high-pressure situations, working quickly yet effectively. Willing to work longer hours to complete a job in time to meet a specific deadline. Reflects a Christ-like spirit in work ethic and interpersonal relationships. Willing to empathize with students and work in the best interest of all students, staff, and faculty. Preferred: Two years of prior experience in an admissions and or registrar’s office. Three years office management experience. Familiarity with FEPRA guidelines for colleges and universities.

Status: Full-time, Exempt
A completed employment application must be submitted in order to be considered for employment. Applications are available in the Business Office or can be downloaded at www.grace.edu, Employment. Posted: 10-21-10

Grace College and Theological Seminary seeks a diverse work environment by encouraging women and minorities to apply.