

Job Posting



Position	Department	Reports to
Registrar's Office Assistant	Registrar's Office	Registrar

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

Manage daily operations at the front desk of the Registrar's Office including registration, transcripts, communication to students and faculty, graduation applications, and supervision of front-line personnel.

General Responsibilities:

1. Provide professional, friendly service at the front desk of the Registrar's office, including add/drop/swap registration, credits, schedules and questions.
2. Assist with the department's effort to coordinate graduation activities.
3. Assist in managing the online graduation application.
4. Assist in completing the weekly tasks as detailed in the Registrar's monthly calendar.
5. Manage the department's main email inbox to determine appropriate solutions to constituent needs.
6. Process transfer credit and setting up new students.
7. Assist in the management of the content in the department's portal and web resources.
8. Assist the Registrar with senior audits, setting up courses for registration, checksheets, and registering new students.
9. Process requests from students such as enrollment verification and transcripts.
10. Provide support for the Registrar's office during Welcome Weekend for residential students.
11. Send communications to students with academic status changes.
12. Other duties as assigned.

Qualifications:

Minimum:

1. Associate's Degree or equivalent experience to substantiate skills and abilities
2. One to three years related experience in higher education, process management, or technology.
3. Strong working knowledge of the MSOffice Suite.
4. Demonstrate a "solution" mentality and a cooperative spirit. Excellent oral, written communication skills. Must have a team-player mentality and an ability to manage stress and high pressure situations with grace and positivity.
5. Must be able to maintain a high level of accuracy and attention to detail.
6. Strong Christian faith, commitment and volunteer service experience.

Preferred:

1. Bachelor's Degree in business administration or a related field
2. Two years prior experience in admissions and or registrar's office.
3. Familiarity with FERPA guidelines for colleges and universities.

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Status: Part Time; Non-Exempt

Posted: 9/23/2020