

Alverno College
Exempt Position Description

Position Title:	Registrar Specialist		
Department:	Registrar's Office	Date:	April 2025
Reports To:	Registrar	Status:	Full-time

Primary Function: Perform technical activities of the Registrar's Office in keeping with institutional goals, enrollment objectives and federal, state and institutional guidelines, while maximizing the use and integration of technology.

Principal Responsibilities

- Assist with transfer credit related work e.g. equate transfer evaluations for undergraduate transfer and readmit students
- Assist with graduation related tasks e.g. ordering diplomas
- Process requests e.g. transcripts, enrollment verification, change of majors, demographic information etc.
- Assist with assigning and communicating registration times to new and continuing students
- Assist with review and follow through on permits, completing change of major, minor, program requests
- Assist with curriculum alignment implementation
- Transcribe and equate transfer evaluations for transfer and readmit students
- Process new student files e.g. confirm/enter student information, high school record, ACT scores, MP code, SC code
- Process cancels and delays
- With Senior Data Specialist in IESP, facilitate enrollment data submission to the National Student Clearinghouse, NSLDS
- With Senior Data Specialist in IESP, assist in completion of Fall Enrollment IPEDS
- Assist in assuring Academic and Registrar Office Calendar deadlines are anticipated and met
- Promote the maximum use of the student information computer system by faculty, staff and students.
- Present a balance of realistic implications and creative problem solving to proposed ideas that impact the Registrar's Office responsibilities.
- Keep abreast of national Registrar related issues and new directions and make recommendations as appropriate.
- Develop and maintain positive and proactive working relationships with multiple academic, administrative support, and academic support departments in relation to the responsibilities of the Registrar's Office.

- Participate in department meetings, committees, and official College functions when appropriate.
 - Assist the Registrar and other office staff as needed
8. Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the ***Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.***
 9. Comply with safety procedures and maintain clean and orderly work areas.
 10. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Bachelor's degree is required.
2. Three to five years of related work experience is preferred.
3. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences and departments.
4. Requires excellent customer service skills and the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
5. Must have strong written communication skills including the ability to read, interpret, edit and complete documents.
6. Requires attention to detail, strong organizational competence and the ability to coordinate multiple deadlines simultaneously in a fast-paced environment. Must be able to work with frequent interruptions and professionally respond to variations in schedules and plans.
7. Must be self-directed with strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
8. Must be proficient in Microsoft *Word*, *Excel*, and *Outlook*, including mail merge functions and database management.
9. Ability to handle confidential materials and information in a professional manner.
10. Ability to speak and hear. Must be able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds.

Working Conditions

General office environment with activity peaks (primarily occurring during the weeks before the start of the two academic terms, the end of the academic terms, and during registration periods).

How to Apply

Apply online at <https://www.alverno.edu/jobs/apply/login.php>.

Please attach your cover letter, resume, and list of references to the online application *Alverno College is an Equal Opportunity Employer and committed to workplace diversity.*