



Example of Assistant Registrar Job Description

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Our company is searching for experienced candidates for the position of assistant registrar. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for assistant registrar

- Enter transfer credits awarded and pending credits in the student information system
- Responsible for preparing, verifying and uploading Clearinghouse reporting
- Provides functional expertise and leadership of exam administration in courses with online options
- Field telephone, email, and in-person questions
- Provide leadership, supervision, and direction for assigned staff
- Manages diploma and diploma supply ordering for most NU programs and schools, including compiling accurate lists of graduates, submitting orders, and proofing diplomas for accuracy
- Assist with art movement and access needs throughout the Museums' buildings to accomplish goals and ensure the smooth execution of workflow
- Work collaboratively with a number of internal and external departments to generate, monitor and refine project plans, while establishing and nurturing positive relationships
- Collect, input and track data in TMS and monitor, record and communicate all project progress in Basecamp
- Manage all aspects of the University Loans and Portrait Collection program

Qualifications for assistant registrar

- Progressively responsible experience in higher education academic services
- Proven skills in navigating a student information system such as PeopleSoft

- Experience evaluating academic records and recommending appropriate courses of action to resolve complex and highly sensitive issues
- Proficiency with Microsoft Office including Outlook, Word, Excel
- Knowledge of records, transcripts and registration processes