



Example of Assistant Registrar Job Description

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Our growing company is hiring for an assistant registrar. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for assistant registrar

- Helps to ensure the University's database systems have accurate data and appropriate functionality
- Provides training to individuals on systems, processes and procedures relating to degree navigation, classroom and event scheduling, the instructor system, and the Law College
- Supervise frontline services staff, monitor system, business process and automation activities, and serve as a campus resource and primary contact for federal compliance issues resolving campus issues related to enrollment, grades, and academic records
- Coordinate all special registrations including the Indiana Consortium on Urban Education, consortium enrollment agreement with Butler engineering program, Woodrow Wilson Science Fellows program
- Research problems
- Manages student requests for transcripts and enrollment and/or degree verification
- Processes latest enrollment agreements for new students
- Assist with troubleshooting and solves student registration issues, including resetting student passwords
- Maintains Dean's List
- Exchanges student information with other colleges or universities

Qualifications for assistant registrar

- Have web design/update skills

- Proficiency in the use of PeopleSoft Campus Solutions, advanced in the use of Excel and other MS Office products
- Shall be an active participant in professional organizations such as AACRAO, TACRAO
- A general knowledge of all areas within the Registrar's realm of responsibility is desired
- Highly organized and able to work on multiple requests and projects simultaneously