



# Example of Assistant Registrar Job Description

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Our company is searching for experienced candidates for the position of assistant registrar. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant registrar

- Assists with building and updating class schedule in CampusVue
- Daily functions include data entry, tracking, and quality control
- Duties may also include scanning and indexing electronic and hardcopy documents in Banner Document Management System
- May also be trained to staff the front counter
- Handling inquiries and incoming record requests
- Checking and distributing documents and student forms
- Preparing outgoing mail
- Could be cross-trained on front counter duties
- Customer service at the front counter
- Assisting students and community members in person and via phone/email with various issues to include registering for classes, requesting transcripts and resolving residency issues

## Qualifications for assistant registrar

- Master's degree in Educational Leadership, College Student Personnel, Educational Counseling, or related field
- Experience in advising students in higher education
- Bachelor degree required (business, psychology, or sociology preferred)
- Experience with CampusVue a plus
- Superior organizational and planning skills attention to detail

