



# Example of Assistant Registrar Job Description

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Our company is looking to fill the role of 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

- May also be cross-trained to image documents
- Performs this duty largely on an independent basis, by pulling start date reports and creating schedules for the constant influx of new enrollments
- Schedules of current students are updated and maintained on an ongoing basis
- Shares general office duties with the Registrar, such as answering phones, helping students who walk in, filing
- Coordinate pre-registration of new and returning students for select programs
- Liaison with the Bursar's Office regarding student accounts
- Liaison with faculty assistants, faculty, University Registrar's Office, Bursar, Financial Aid, International Services Office, Simon Technology Services and Office of Student Engagement relative to registration, scheduling issues, policies, procedures and timelines
- Object care
- Inventory and object tracking
- Prepare various documents and guidance materials, requisitions, correspondence, transcripts, reports, letters of recommendation, special event materials, and classroom guidance materials using personal computer

## Qualifications for assistant registrar

- Ability to work with a diverse student population and diverse work environment

priorities

- Monitoring the efficiency of current processes and the integrity of the student information system and student records
- Bachelor's degree from an accredited college or university, or an equivalent combination of education and experience, plus demonstrated experience in a related area including management experience
- Solid understanding of how to leverage information and ideas to support student needs and the institution's strategic goals
- Experience with a multitude of technologies including Microsoft Office suite with spreadsheet experience