JOB DESCRIPTION
Assistant Registrar

<table>
<thead>
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<th>Job Title</th>
<th>Assistant Registrar</th>
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<tbody>
<tr>
<td>Line Manager</td>
<td>Interim Registrar</td>
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<tr>
<td>Job Purpose</td>
<td>Provide support for all duties and responsibilities related to the Registrar’s Office and serve as the main contact for the College Counselling Office in the production of official transcripts.</td>
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**Essential Responsibilities**

1. Organize and administer records, progression and graduation eligibility of all students within the school’s systems; report on trends, students of concern and other areas as needed.
2. Liaise with the College Counselling Office and be responsible for meeting transcript collection and production deadlines.
3. Collect previous school transcripts and evaluate to meet USCIS, school and college admission standards.
4. Collect, maintain and report student records within FERPA guidelines (i.e., grades, registration data, transcripts, mid-term verification, athletic eligibility, academic probation) and associated audits.
5. Prepare GPA data and identify Honor Roll, High Honors and Academic Probation student categories each quarter.
6. Aid in the maintenance of the school database.
7. Manage data including accurate records of graduates and entry/exit information.
8. Manage daily office email traffic, course changes and student/faculty inquiries. Collaborate with all administrators, faculty, IT staff, and clinical staff to facilitate and improve services to students.
9. Provide evaluation data for various departments and develop enhanced systems for transcript production.

**Additional Responsibilities**

1. Participate in professional development activities and serve on school committees that support the goals and objectives of the division of the school.

2. Provide back-up for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades and working special events.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Registrar and College Counselling Office.
Preferred Qualifications

1. Bachelor’s Degree essential. Course work related to Education, Public Administration or Data Analytics preferred.
2. Proven record in academic, student service or administrative roles.
3. One year of direct experience in a setting with an international, or culturally diverse, student body.
4. Understanding of technology applications related to records and data management processes.
5. Experience with Excel and other Microsoft Office applications essential; database management experience highly preferred.

Skills

- Excellent oral, interpersonal, and written skills.
- Problem-solving capability.
- Capacity for prioritizing conflicting demands.
- Acuity for balancing the normal demands of a range of work and responsibilities without disruption to other team members or school staff.
- Ability to gather facts and to analyze situations objectively, accurately, and in an organized fashion.
- Solid critical thinking skills to understand student and staff issues.
- Excellent listening and questioning skills.
- Attentive to deadlines.
- Positive attitude and ability to plan and adapt to change.
- Ability to collaborate effectively with various departments and cross-functional teams.

Behaviors

- Supports the aims, objectives, goals, ethos, and mission of the school.
- Proactively plans for situations and circumstances.
- Acts on her/his own initiative within defined and acceptable parameters.
- Assumes responsibility and ownership for work issues and problems.
- Projects an appropriate and amiable professional image.
- Imparts a positive impact with students and staff.
- Speaks clearly, sensitively, and persuasively when interacting with stakeholders.
- Acts rationally and maturely without undue bias or reliance on emotional responses.
- Punctual.

Physical Demands

While performing the duties of this position, the Registrar is frequently required to sit, communicate, reach, and manipulate objects and computer equipment. Duties involve moving materials weighing up to 15 pounds on an occasional basis. Manual dexterity and coordination are required for over 50 percent of the work period while operating equipment such as a computer keyboard, mouse, and other office machines. Usual office working conditions exist. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noise.

ADOPTED: July 2016