



POSITION ANNOUNCEMENT

Job Title: Assistant Registrar
Department: Office of the Registrar
Reports To: Assistant Vice President and Registrar
Level: 8
Shift/Hours: 40 hours per week
Date Prepared Date: December 19, 2017

SUMMARY

This position serves as senior-level advisor to the Assistant Vice President and Registrar. Oversees day-to-day management of administrative software led by the Office of the Registrar (OR). Assists the AVP/Registrar with daily operations, including, but not limited to special requests and student issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the office and makes administrative decisions to assist, and in the absence of the AVP/Registrar, including, but not limited to front window scheduling, guest passes, consortium registrations, course overloads, and student complaints.
2. Assists with general office processing and management, such as counter coverage, answering phones, responding to student requests, processing registrations, processing incoming requests as appropriate, and all other traditional student, faculty and staff requests.
3. Works with the AVP/Registrar to request, develop, and distributes reports for internal and external office use, and in data monitoring and corrective actions and assists with providing departments with information requested.
4. Maintains the integrity of all course enrollments by keeping them up-to-date and corrects all discrepancies in enrollments.
5. Processes all special registrations, such as consortium, prep and dual enrollments, applied music, Graduate Professional Development Program. Prepares reports of enrollment as appropriate.
6. Processes all grade-related issues and requests, tracks and maintains special grades and requests, approves student requests for special grades and resolves issues with grades and processes probation, recession, and dismissals as appropriate.
7. Maintains correspondence with the Office of Student Life in order to flag students not attending, not registered but attending or changes to status.
8. Participates in, and occasionally organizes consortium meetings, with the AVP/Registrar.
9. Assists with training of office staff.
10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of student workers; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree from a four-year college or university; and two to three years related experience and/or training or equivalent combination of education and experience. Working knowledge of Microsoft Office.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.