



POSITION ANNOUNCEMENT

Job Title: Coordinator
Department: Office of the Registrar
Reports To: Registrar
Level: 4
Shift/Hours: 40 hours per week
Date Prepared: November 20, 2017

SUMMARY

This position is primarily responsible for servicing the front window, mail, phone and fax transactions for Office of the Registrar. Responsible for a variety of clerical duties for the Registrar, students, faculty, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists at the window by registering students, processing changes to registration, printing schedules and password letters, accepting, processing and recording forms, etc., and providing general assistance to students, faculty, and staff. Opens and closes office as appropriate.
2. Maintains the department's central filing systems (paper, electronic and/or microfiche) to include receiving, processing, scanning, indexing and archiving student files.
3. Provides verification of degrees, student enrollment, graduation, loan deferments and information in response to inquiries for guaranteed student and government loans, employment, etc., including working with the National Student Clearinghouse (NSC).
4. Processes transcript requests to include maintaining transcript log and mailing transcripts on a daily basis.
5. Maintains, resolves, and closes course waitlists by adding, dropping or moving students as appropriate.
6. Organizes, prioritizes and processes, sorts and routes all correspondence, including mail, email, voicemail, subpoenas and fax for the office. Processes all incoming regular registrations not presented at the front window by the student. Records incoming special requests.
7. Handles data entry and routine record maintenance including, but not limited to guest passes, correcting errors, processing and recording program placements, etc.
8. Assists with answering telephone calls, reviews and routes general office messages and emails, and screens calls for the Registrar.
9. Orders, obtains and maintains supplies for the department and registration areas, including notices, and course information. Updates front window informational books with all changes for current semester.
10. Processes student record changes such as address, name, ethnicity, SSN, etc.
11. Facilitates and produces training packets for work study employees.
12. Maintains Registrar's daily/weekly calendar to schedule events/meetings and required resources.
13. Assists with processes involving student employees as needed.
14. Other duties as assigned.

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

High school diploma or Associate's degree plus three or more years related experience; or equivalent combination of education and experience; excellent organizational and communications skills; computer skills are essential.

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.