



Assistant Registrar

College of Saint Mary is seeking an Assistant Registrar to join our team. This position works thirty hours per week and is responsible for the integrity of the student information database. This includes data entry of academic and demographic information, course schedules and catalog information. This position processes the majority of academic records forms, creates new student files, maintains them, and arranges for scanning of records for permanent storage. The Assistant Registrar has daily interaction with students, faculty and staff.

Essential Functions

- Greets walk-in students and answers main Registrar phone number. First contact for Registrar email inquiries.
- Receives requests for transcripts (electronic and paper). Checks for holds, prints or sends secure PDF of transcript and updates database.
- Enters student registrations for cohort groups and add/drops into the student database outside of on-line registration periods. Processes withdrawals. Processes advisor changes and student data changes such as address changes or demographic information. Processes enrollment verification requests from various sources.
- Verifies and processes Academic Affairs forms (on-line and paper).
- Sets up new student files each semester. Prepares inactive student files for document imaging.
- Enters registrations and student information for Professional Development programs and non-degree seeking students.
- Acts as backup for Associate Registrar and evaluates transfer evaluations, inputs data into student's record, and create academic plans.
- Responsible for updating the transfer policy database—database of course equivalencies for other college courses to College of Saint Mary courses.
- Purchases necessary office supplies and forms for Registrar's office.

Required Education and Experience

High school diploma. Two years of responsible experience in the Records/Registrar area or similar environment. One year of experience with Microsoft Office applications such as Word, Access and Excel is essential. Strong communication and organizational skills are required.

Application

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Application for Assistant Registrar](#)

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