Assistant Registrar

College of Saint Mary is seeking an Assistant Registrar for Academic Records. **This position is part time at 30 hours a week with benefits.**

**Primary Job Responsibilities:**

- Processes data entry of academic and demographic information, course schedules and catalog information.
- Processes the majority of academic records forms.
- Position has daily interaction with students, faculty and staff and answers the main Registrar phone line and email account.

**Qualifications:**

- High school diploma or equivalent and experience in some type of customer service/data entry or academic environment in required.
- Experience in Microsoft Office is essential and experience with an information database is preferred.
- The ideal candidate must be able to handle multiple priorities with accuracy and attention to detail.
- Strong communication and organizational skills are required.

**Salary and Benefits:**

The hourly rate for the position is $15.59.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b, tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

If interested, please apply using the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.**

https://home.eease.adp.com/recruit/?id=661011

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*