



Job Title: Assistant Registrar

Reports To: Registrar

Department: Academic Affairs/Records Office

Classification: Full-time, Exempt, 12 months, Benefits Eligible

POSITION OVERVIEW

Under the direct supervision of the Registrar, the Assistant Registrar is responsible for managing the office processes related to the calculation of undergraduates academic standing and ensuring the accuracy and timely delivery of requested academic information. This position will assume leadership of the daily operations of the Records Office in the absence of the Registrar.

DUTIES AND RESPONSIBILITIES

- Provide quality customer- focused support through in-person and phone interactions for internal and external customers.
- Assists with the Accelerated Studies for Adults and Professionals (ASAP) program, requiring some evening work hours.
- Support College Student Registration process during registration time periods requiring some evening work hours.
- Maintains and updates the Academic Plan component of Power Campus and student academic files.
- Provides technical support, creates, and maintains databases; develops spreadsheets.
- Answers calls, assists with other incoming correspondences and routes appropriately.
- Represents the Registrar, at her request, in meetings and on College committees.
- Frequent interaction with academic divisions.
- Assistance with student transcript processing.
- Assistance with enrollment verification process via Student Clearinghouse and other requestors
- Other duties as assigned by the Registrar.

MINIMUM QUALIFICATIONS

- Bachelor's degree required.
- Three to five years of experience in a Registrar's Office/Student Records office at an Institution of Higher Education (IHL).
- Recent experience working with students with VA benefits at an Institution of Higher Education (IHL).
- Some supervisory experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to process computer data (database/spreadsheet formats) and to format/generate reports (i.e. Microsoft Office)
- Strong communication (written & verbal) and interpersonal skills.
- Ability to manage multiple tasks in a timely manner.
- Ability to utilize related automated systems and software.
- Superior organizational and analytical skills.
- Ability to maintain confidentiality.

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed (if applicable)

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please