Coord, University Registrar

Job Code 50023335

General Description
Responsible for supervising data entry of student records, providing accurate and timely information to public, faculty, staff and students.

Examples of Duties
Oversee and assist the processing of Administrative Course Change forms.
Check and correct transcripts because of SIS Conversion and supervise production of transcripts and mailings.
Monitor balancing of money each day.
Supervise and assist in entering/updating student data, addresses, names, SSN changes, DOB, pins, holds, deceased status.
Interview, hire, and supervise staff and student employees.
Organize and complete special projects and other duties as assigned by upper management.
Supervise and assist with students during registration, schedule changes and voids.
Maintain an up-to-date procedures manual.
Committed towards achieving total office teamwork.
Provide professional customer service through appearance, punctuality and office decorum.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; federal and state rules and regulation.

Skill in: Communicating instructions, technical rules, and regulations to clients; establishing rapport with clients.

Ability to: Read and interpret documentation; answering phone calls and communicating with prospective students, current students, staff and co-workers; perform basic math.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements