



POSITION TITLE: Registrar Assistant

SUPERVISOR: Registrar

DESCRIPTION: The Registrar Assistant supports the Registrar in the daily operations of the Registrar's Office by processing and maintaining academic records, managing student information related to registration, and ensuring the accuracy and confidentiality of student data. This role also assists faculty and students with academic forms, registration matters, and other academic-related inquiries, providing efficient and professional support to help maintain smooth office operations.

SCHEDULE: Office hours Monday – Thursday 8:30 a.m. – 4:30 p.m, may be required to work evenings and weekends during peak seasons as needed, and one Saturday per year on Graduation Day.

SALARY: To be discussed based on qualifications and experience.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Assist with the processing of new student files, including evaluation of transcripts for transfer credit and data entry in Student Information System (SIS).
2. Assist with the maintaining of all student academic files, including initial degree plan and all subsequent documentation relating to a student's degree plan, administrative forms, correspondence, etc., and update SIS as required.
3. Assist faculty and current/former students with completion of academic related forms.
4. Process transcript requests, including reviewing transcripts before they are released, and education verification requests.
5. Assist faculty and staff with various student-related issues/questions.
6. Assist with academic advising of students.
7. Assist with Census reporting.
8. Assist with maintenance of Registrar webpage.
9. Assist with Graduation.
10. Perform other duties as assigned by the Registrar.
11. Exhibit the proper attitudes and personal qualities consistent with the beliefs and values of Criswell College, which would include being reliable and dependable with a good record of attendance, punctuality, flexibility, and time management.

POSITIONS RESPONSIBLE FOR OVERSEEING:

None

POSITION SPECIFICATIONS and KEY COMPETENCIES: (education, special skills and/or certifications)

1. Earned or working towards a bachelor's degree from a college or university or an equivalent in-depth specialized training program that is directly related to the position.
2. Strong interpersonal, oral, and written communication skills.
3. Experience using Microsoft Office Suite.
4. Basic computer skills with the ability to learn our Student Information System (SIS).
5. Organized and attentive to detail.
6. Ability to follow and maintain compliance with FERPA (Family Educational Rights and Privacy Act) regulations, ensuring the confidentiality, security, and proper handling of student academic records and personal information.
7. Ability to work independently.
8. Ability to work successfully with diverse populations.
9. Ability to establish and maintain effective, team-oriented, working relationships.

Send a cover letter and resume to Karla Saygi at ksaygi@criswell.edu