



JOB DESCRIPTION

Job Title	Assistant Registrar – Bilingual English/Spanish		
Department	Office of Academic Affairs		
Reports To	Director of Registration and Records	Supervisory	None
Employment Class	Non-exempt – Benefits Eligible	EEO Class	– 5

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

Performs duties related to operation of the Office of Academic Affairs including maintaining records, typing, filing and providing accurate information to students, as well as other interested persons, department, university staff, and the Director of Registration and Records.

Essential Job Functions

1. Take ownership for registrar duties for the Institutes by:
 - Learning and maintaining a working knowledge of Jenzabar Sonis (student information system)
 - Being a liaison between the institutes and the Office of Academic Affairs
 - Creating and updating student records
 - Registering students as necessary
 - Requesting and preparing schedule for course offerings
 - Certifying and processing graduation
 - Processing grades
 - Processing grade changes
 - Processing missing grade reports
 - Processing transcript requests
 - Ensuring that student fees are correct
 - Copying and/or Scanning to student records
2. Performing other duties as determined by the Director of Registration and Records.

Education and Experience – An equivalent combination of education, training and experience will be considered.

- High School graduate or GED. Associate or bachelor's degree a plus.
- 3+ years administrative experience. A religious or non-profit environment preferred.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those associated with this position.

- Bilingual English/Spanish.
- Excellent written communication skills; professional aptitude for creating, proofing and editing correspondence and /or “publications”.
- Computer literate, with expertise in the Microsoft platforms (specifically Microsoft Word and Microsoft Excel; Microsoft Publisher knowledge is a plus), Outlook or comparable software. Ability to mail merge is a plus.
- Ability to type accurately and efficiently.
- Phone skills that exhibit professionalism and courtesy.
- Strong organizational skills.
- Ability to communicate effectively across departments, across functions and with wide variety of internal and external clients.
- Ability/experience in setting agendas, scheduling, and chairing meetings.
- The ability to understand USML goals and recommend new approaches, policies, and procedures to impact long-term processes positively.
- The ability to work independently with good time management skills and attention to detail.
- The ability to manage multiple priorities simultaneously; orientated on the quality of results against the expectation and financial constraints.
- Consistently tries to do his/her best in all personal and professional behaviors, acting uprightly and responsibly.
- Uncompromising internal and external customer service focus; possesses outstanding organization.
- Continuously attempts to grow and improve in personal qualities and professional performance.
- Listens attentively and patiently to what others have to say.
- Effectively champions the University’s commitment to teamwork among co-workers, supporters, grantees, suppliers and all other constituents with whom they become engaged.
- Ensures compliance with all university policies and standards.
- Work under pressure, critically think proactively and meet established goals and objectives.
- The capacity to control emotions and maintain composure under stress, using tact and good judgment.
- A commitment to the belief that all people have the right to dignity, respect, opportunity and full community inclusion.
- Possess a philosophy that is consistent with the Mission, Vision and Values of the University organization.
- Neat and professional in appearance.
- An active team player in a changing environment; includes working with all levels of personnel.
- Exhibits high attention to detail, strong focus and good sense of priorities.

Work Environment – Environmental conditions commonly associated with the performance of the functions of this job.

- General office conditions, university campus conditions.
- Exposed to moderate noise levels.



Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Physically able to perform the duties as assigned including the ability to lift to 20 pounds occasionally,
- Ability to stand, sit, or walk for extended periods of time,
- Ability to routinely ascend two to four sets of steps multiple times during the day,
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.