Position: Assistant Registrar (Junior)

Department: Registrar's Office

Hours per Week: Full-time

Primary Duties and Responsibilities

The following information is not meant to be all-inclusive. Other duties and responsibilities may be assigned as necessary.

Works as college-wide retention coordinator on data collection and analysis related to retention. Coordinate and oversee processes to ensure accurate, timely registration for continuing students. Communicate with students, faculty, and advisors regarding official enrollment, withdrawals, and verification of records. Coordinate matriculation process and analysis and assist in graduation audit analysis and reporting. Provide assistance to students on a walk-in basis and serve as back-up to the Registrar Admin Assistant.

Qualifications

- One to two years of related work experience is preferred.
- Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences and departments.
- Requires excellent customer service skills and the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
- Must have strong written communication skills including the ability to read, interpret, edit and complete documents.
- Requires attention to detail, strong organizational competence and the ability to coordinate multiple deadlines simultaneously in a fast-paced environment. Must be able to work with frequent interruptions and professionally respond to variations in schedules and plans.
- Must be self-directed with strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
- Must be proficient in Microsoft Word, Excel, and Outlook, including mail merge functions and database management.
- Ability to handle confidential materials and information in a professional manner.
- Ability to speak and hear. Must be able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College’s strategic plan of inclusion.
Education

Bachelor's degree required.

How to Apply

Apply on-line at http://www.alverno.edu/jobs

Please attach your cover letter and resume to the on-line application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity