

**Alverno College**  
**Exempt Position Description**

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<b>Position Title:</b>	Assistant Registrar		
<b>Department:</b>	Registrar's Office	<b>Date:</b>	01/2026
<b>Reports To:</b>	Registrar	<b>Status:</b>	Full-time

**Primary Function:** Perform technical activities of the Registrar's Office in keeping with institutional goals, enrollment objectives and federal, state, and institutional guidelines, while maximizing the use and integration of technology.

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**Principal Responsibilities**

- Process student record change requests, such as, major/support/specialization changes, add/drop, permits, and demographic information
- Evaluate transfer credit for new student and returning student records in collaboration with faculty and staff
- Enter data for course placements, test scores, prior learning credit, transfer credit, faculty advisors, progress code changes, priority registration dates, and academic status updates in alignment with college policies and procedures
- Assist with transcripts and grade point equivalencies (GPE)
- Prepare faculty for roster verifications and process data
- Validate progress codes and GPEs in collaboration with the Registrar
- Perform degree audit checks in collaboration with the Registrar
- Order diplomas
- Collect, prepare, and submit data reports
- Edit course catalog with appropriate committee approved changes
- Create new forms as appropriate in collaboration with the Registrar and others
- Update existing forms as needed in collaboration with the Registrar and others
- Request webpage updates to the Web/Design Manager
- Communicate with faculty, staff, and students regarding due dates and procedures
- Create and provide letters when necessary
- Maintain accuracy with filing electronic and hard copy student records
- Assist with course offerings and academic calendar as needed
- Ensure FERPA standards are adhered to throughout all processes

- Participate in department meetings, committees, and official College functions when appropriate
- Develop and maintain positive working relationships with multiple academic, administrative support, and academic support departments in relation to the responsibilities of the Registrar's Office
- Present a balance of realistic implications and creative problem solving to proposed ideas that impact the Registrar's Office responsibilities
- Promote the integration of technology, the streamlining of processes, the elimination of redundancies in office procedures by faculty, staff, and students
- Keep abreast of national Registrar related issues and new directions and make recommendations as appropriate
- Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual
- Comply with safety procedures and maintain clean and orderly work areas
- Perform other tasks as necessary to support the mission of the Registrar's Office and College

### **Qualifications**

1. Bachelor's degree is required.
2. Three to five years of related work experience is preferred.
3. Requires a flexible and collaborative work style and the ability to interact effectively with a variety of audiences and departments.
4. Requires excellent customer service skills and the ability to communicate and respond to both internal and external customers professionally and in a timely manner.
5. Must have strong written communication skills including the ability to read, interpret, edit, and complete documents.
6. 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.
7. Must be self-directed with strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
8. Must be proficient in Microsoft Word, Excel, and Outlook, including mail merge functions and database management.

9. Ability to handle confidential materials and information in a professional manner.
10. 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.

### **Working Conditions**

General office environment with activity peaks (primarily occurring during the weeks before the start of the two academic terms, the end of the academic terms, and during registration periods).

### **How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the online application**

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact [HR@alverno.edu](mailto:HR@alverno.edu).

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