

**Alverno College
Exempt Position Description**

Position Title: Registrar Technology and Operations Specialist

Department: Registrar's Office

Date: April 2022

Reports To: Registrar

Status: Full-time/12 months

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a Registrar Technology and Operations Specialist located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

<p><u>Primary Functions:</u> Direct and supervise the technical activities of the Registrar's Office in keeping with institutional goals, enrollment objectives and federal, state and institutional guidelines. Work with the leadership team in the Registrar's Office in the ongoing development of an efficient, effective, student-friendly office.</p>

Principal Responsibilities

1. Maintain accurate student database and coordinate programming requests in Colleague
2. Report writing in Colleague & Informer
3. Assist with degree audit process and the publishing of online college bulletins (CourseLeaf) once a year under the direction of the Registrar Specialist for Adult and Online Programs
4. Complete enrollment numbers and data survey requests
 - a. Provide enrollment data and analysis throughout registration and at OE for each term
5. Process New student files
 - a. Review high school record
 - b. Review ACT scores
 - c. Determine MP code
 - d. Determine SC code
6. Transcriber and transfer evaluator
 - a. Transcribe and equate transfer evaluations for transfer and readmit students
 - b. Coordinate follow up with students on missing transcripts
 - c. Work with new student files
 - i. Confirm/enter student information
 - ii. Data enter transcripts from other schools
 - iii. Data enter transfer credits

7. Create registration appointments in Colleague and send communication to students via Communication Management
8. Demonstrates a commitment to SOARING values
9. 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.***
10. Comply with safety procedures and maintain clean and orderly work areas.
11. Perform other tasks as necessary to support the mission of the 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

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