

Position Title:	Assistant Registrar
Posting Number:	0600632
FLSA:	Exempt
Job Type:	Full-Time
Staff Term:	12 Months
Work Schedule:	Monday-Friday 8:30 a.m. - 4:30 p.m.
Position Type:	Staff
Department:	Registrar

Job Summary/Basic Function:

The Assistant Registrar assists with the Registrar's Office operations, provides direct student services, assists with reporting and updates records in related computer systems, and supports the mission of Wheaton College.

Responsibilities of the Assistant Registrar include, but are not limited to, the following:

- Maintain student records in Ellucian's Banner student system, including course registrations and enrollment status updates.
- Interpret and apply academic policies and procedures. Provide accurate policy-related information and assistance to students and faculty.
- Assist with the management of Degree Works degree audit system and monitor students' progress toward degree completion.
- Coordinate a variety of projects, including the distribution and collection of materials and information with faculty, staff, and students.
- Coordinate required enrollment reporting and ensure accurate and timely report submissions.
- Assist with the development of the course schedule, including setting up course sections and participating in the maintenance of related documents.
- Facilitate transfer credit evaluations and posts transfer credit to student records.
- Utilize WebFocus reporting system to generate operational reports.
- Assist with the integration of technology into business processes.

Minimum Qualifications:

- Bachelor's degree and 2-3 years of experience in a higher education office setting required, or equivalent combination of education and experience.
- Knowledge of student information systems.
- Willingness to work as part of a team in a collaborative environment.
- Ability to maintain sensitive and confidential information.
- Proficiency with Microsoft Office.

Preferred Qualifications:

- Master's degree.
- Previous work experience in a Registrar's Office.
- Experience with the Banner system.

ADA Statement:

Individuals must possess these knowledges, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

EEO Statement:

Wheaton is a private coeducational liberal arts college within easy commuting distance of Boston and Providence. We have nearly 1,700 undergraduates from 40 U.S. States and more than 70 countries. Nearly 23% of our undergraduates are U.S. students of color and 11% are international citizens. Wheaton College is an equal opportunity/affirmative action employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability. In a continuing effort to maintain and enrich an intellectually diverse learning environment, the Department and the College actively encourages applications from women and members of underrepresented groups.

Posting Date:

01/04/2019

APPLY ONLINE:

<http://jobs.wheatoncollege.edu/postings/2537>