Position: Assistant Registrar

Major Function

This exempt staff person works as a team leader to support the mission and functions of Millsaps College and the Office of Records by working with students, faculty, staff, and others in an accessible and friendly manner. Integrity, confidentiality, consistency, responsiveness, reliability, and general knowledge of academic policies and of the College as a whole are hallmarks. As for all Millsaps employees, this person must ensure that every interaction results in an experience that reflects well on the Office of Records and on Millsaps College.

In particular, this individual provides daily oversight of office operations. They lead in maintaining student- and course-related data, each term’s course offerings, registration activities, process evaluation and improvement, and other duties as assigned.

This person reports directly to the Registrar and has some coordination responsibilities with the Coordinator for Academic Records and Scheduling and the Records Specialist.

Qualifications

- Bachelor's degree and at least five years of previous college administrative experience preferred. Additional experience may substitute for the degree.
- Follows the AACRAO principles of professional ethics and practice ([aacrao.org/about/ethics-and-practice](http://aacrao.org/about/ethics-and-practice))
- Ability to handle multiple tasks simultaneously and work with minimal supervision
- Strong interpersonal skills and ability to work pleasantly and professionally with a wide variety of people
- Demonstrated proficiency in data analysis, database use, and process evaluation and improvement
- Strives for knowledge and developmental excellence in self and others
- Familiarity with data entry standards and appropriate software packages, especially Microsoft Outlook, Word, and Excel, and student information systems (especially Ellucian Colleague)
- Applicants should be willing and able to master use of new software, as needed.

Responsibilities

- Coordinate transfer-credit review, evaluation, equivalences, and data entry with admissions and study abroad
- Overall organizational responsibility for developing each term's course offerings, critiquing departmental submissions, time distribution, faculty course load, and
- With registrar, coordinate staff training, as appropriate, and plan and implement annual retreat
- Serve as functional specialist for any third-party software packages (e.g., reporting, scheduling, degree audit)
- Oversee all registration activities
- Clean up database
- Process non-degree students
- Assist with registration of students from MBA, EMBA, and MACC programs.
- Process study abroad students as it relates to their enrollment
- Process voluntary withdrawals, medical withdrawals, administrative withdraws, change of plans, and leave of absences, as well as maintain the reason why a student is having a change of status
• Assist Honors Director, teaching fellows, and continuing education office with data entry and process creation
• Work with admissions to create student records in data system
• Provide backup for reporting to National Student Clearinghouse and MS IHL, upon Registrar’s request
• Coordinate critiquing and testing of updates to office procedures and college software, as needed
• Assist with commencement by setting up for the event and other duties as assigned. Attend commencement.
• Work pleasantly and professionally with a wide variety of people
• Develop contacts and knowledge about issues and events in higher education
• Regularly cultivate awareness of and verify the accuracy of database information
• Assist in data entry for all office functions
• Set data-entry standards, in consultation with Registrar, ITS and other offices, especially for Colleague
• Maintain relevant office-procedures documentation
• Suggest improvements to work flows, especially those which might result in improved efficiency, cost, or communication
• Support office activities as needed during staff vacations and other absences
• Participate in assessment of all office functions
• Produce exemption list for seniors prior to final exams for the term
• Serve as transfer student advisor until student declares their major
• Lead in admission and registration of summer non-degree students
• Other responsibilities as assigned