



REGISTRAR ASSISTANT

Registrar's Office

POSITION SUMMARY

The Registrar Assistant will act as the primary point of contact for students, staff, faculty, and administrators with questions regarding the services provided by the Office of the Registrar. As such, a qualified candidate must be comfortable working with diverse groups of people and have strong communication skills. Additionally, the Registrar's Assistant will be responsible for various administrative tasks and assisting in the maintenance of student records.

This position is represented for purposes of collective bargaining by SEIU.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Assume primary responsibility for sending and receiving office correspondence and serve as the primary point of contact regarding College academic policies, degree requirements, registration, and office forms. Distribute and redirect, as appropriate, incoming office mail and email.
- Process all requests for official and unofficial (grade reports) transcripts and assist students, alumni, and administrative offices with any issues related to these orders.
- Process approved schedule adjustment and late drop forms submitted by students.
- Record changes to a student's academic program, including major and minor declarations.
- Enter new adviser assignments as provided by the Director of Academic Advising and code adviser changes when submitted, including the addition of temporary adviser assignments as needed.

- Coordinate with the Registrar and the Associate Deans for the review and approval of all independent study contracts.
- Maintain and submit check and deposit receipt records. Reconcile credit card transactions and monthly Visa card transactions. Inform the Business Office of proper account distribution of monthly transcript money transfer.
- Update alumni/student name and address records from transcript request data.
- Proofread all department forms and mailers including registration information, college calendar, diplomas and other publicized information. Assist in the updating of the office website.
- Create and send special letters and messages and update forms as needed, including providing verification of enrollment and the expected graduation date of a student.
- Maintain department form and office supply inventory, and place new and replacement orders as needed.
- Prepare forms for students intending to transfer to another institution as requested.
- Create and maintain staff meeting agendas, staff meeting minutes, and the office operations calendar.
- Assist in the submission of enrollment information electronically to the Department of Veterans Affairs for those students who qualify to receive VA benefits.
- Process duplicate diploma requests.
- Coordinate transcript and diploma document notary service requests.
- Assist with audits, including Core, major, and minor requirements to ensure student progress toward the Bachelor of Arts degree. Update any attributes approved through course substitutions or transfer work not otherwise recorded.

QUALIFICATIONS

Minimum:

- College degree or combination education and experience.
- Must have strong word processing and have data entry skills.
- Must be accurate and flexible.
- Must possess excellent communication, clerical, and customer service skills.
- Requires high organizational skills.
- Ability to maintain confidentiality of work-related information and materials.

Preferred:

- Knowledge of Ellucian's BANNER and Microsoft Office software helpful.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

Additional Information:

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.