REGISTRAR ASSISTANT, #15-196
Registrar’s Office

Summary

Provide detailed information to the campus community regarding the academic policies and procedures of Occidental College. Responsible for working closely with faculty, students, and staff to ensure accurate maintenance of student academic records.

Essential Functions

1. First contact in office - Answer questions via telephone, by email and in person, regarding college academic policies, requirements, course schedules and any information from the college catalog. Communicate as much departmental guidance as needed to the college community.

   Maintain the records regarding students who withdraw from, take a leave from, do not return to, or return to the College after an absence. Create the appropriate reports associated with these processes. Coordinate the correspondence with these students and update National Student Clearinghouse.

2. Oversee the imaging project of all student paper documents and transcripts to allow for electronic filing, retrieval, and disaster recovery.

3. Image and index daily forms for the electronic student filing system.

4. Enters, tracks, and distributes all paperwork related to independent study and internship courses.

5. Receives paperwork and enters courses and grades related to off-campus programs including all students on a study abroad program.

6. Communicate with Instructor and the Associate Dean regarding any grade changes given at an irregular time; notify the student and Instructor of the change.

7. Maintains files and coordinates receipt, notification, and completions of special grades, including failures, grades of incomplete, course in progress, and no record.

8. Perform the auditing of student records, including Core requirements and applications for graduation, to ensure student progress toward the Bachelor of Arts degree.

9. Coordinates the activities of two or three student workers.

10. Process drop/add or withdrawal forms submitted by students.

11. Process and communicate any changes regarding Credit/ No Credit or Auditing of a course on a student’s schedule.

12. Update students eligibility in athletics.

13. Process and print both official and unofficial transcript requests for students and departments in the college community.


15. Handles all emails from General Registrar account and all mail coming into the office.
The following job accountabilities may be reassigned:

1. Performs other duties as assigned or requested.

**Knowledge/Experience Requirements**

College degree or combination education and experience required. Excellent communication and interpersonal skills, both written and oral needed. Must have strong word processing and have data entry skills. Knowledge of BANNER and Microsoft products. Must be accurate and flexible. Must possess excellent communication, clerical, and customer service skills. Requires high organizational skills. Occidental College experience preferred. **Salary Rate:** $17.00 - $18.51/hr. *(Posted 7/16/15)*

*Please submit your cover letter and resumes to: resumes@oxy.edu*