

1. GENERAL POSITION INFORMATION	
Position Name	Assistant Registrar
Classification	Non-Exempt, benefitted
FTE	Full Time
Work Hours	8:00am – 4:30pm; Monday - Friday
Department/Division	Academic Affairs/Office of the Registrar
Supervisor	Registrar

2. POSITION SUMMARY
Provide 3 to 5 descriptive statements to summarize the overall purpose of the position.
The Assistant Registrar provides support to the Registrar and assists to implement academic and administrative policies and procedures and maintain student academic records. They are responsible for processing transcripts, enrollment verifications, certifying veterans for their educational benefits, posting of degrees, and assisting with commencement.

3. KEY RESPONSIBILITIES	
List key position responsibilities/duties by category and estimate the percentage of time spent on each responsibility. The total percentage of duties must equal 100%.	
Key Responsibilities/Duties	% of Duties
<p>Assistant Registrar Responsibilities</p> <ul style="list-style-type: none"> • Maintain the student academic record database • Implement academic and administrative policies and procedures in the management of accurate student records • Manipulate student information system to generate reports • Review and maintain student information in both online systems and printed records • Assist with organizational details relating to scheduling and registration • Audit transcripts for graduation • Audit records for students taking additional programs • Process transcript and enrollment verification requests for current students and alumni • Assist with certifying veterans • Updates degree audits for all programs • Create SOP documentation for various processed • Participate in various committees as needed 	80%
<p>Assisting Other Departments and Outside Agencies</p> <ul style="list-style-type: none"> • Assist with the organizational details of commencement, including ordering of diplomas • Monitors the usability of existing audit reports and develops new reports when needed. 	15%

<ul style="list-style-type: none"> Act as liaison to coordinate activities with faculty, staff, students, community agencies, the offices of Financial Aid, Financial Services, Student Services, and Admissions Communicate with outside agencies regarding the appropriate provision of documentation in support of current students and alumni 	
<p>Other possible duties</p> <ul style="list-style-type: none"> Assist with NSLDS monthly processing Other duties as assigned 	5%

<p>4. UWS CORE VALUES AND ASSOCIATED COMPETENCIES</p> <p>The following Core Values are integral to working at UWS. All employees, regardless of their position within the university, are expected uphold the Core Values and demonstrate associated competencies.</p>	
Best Practices	<p>We maintain high standards by using and integrating evidence across multiple disciplines. To accomplish this, We:</p> <ul style="list-style-type: none"> Seek out and use relevant data to inform our decision-making. Incorporate peer-reviewed research and professional experiences into academic discourse and patient care. Promote student learning through excellence in instruction and assessment.
Curiosity	<p>We are innovative, open minded, and forward thinking. To accomplish this, We:</p> <ul style="list-style-type: none"> Approach our work with curiosity, inquisitiveness and willingness to think outside the box. Value and consider new ideas and ask, "What if...?" Remain open to change in order to advance and improve.
Inclusiveness	<p>We are respectful, mindful, and welcoming of different ways of being, thinking, and doing. To accomplish this, We:</p> <ul style="list-style-type: none"> Actively listen to diverse perspectives and value different viewpoints and experiences. Promote the equity of ideas, resources, power, and identity for all. Gather information and input from diverse groups to develop a common vision, improve policies and practices, and advance institutional goals.
Professionalism	<p>We are responsible, respectful, and accountable. To accomplish this, We:</p> <ul style="list-style-type: none"> Demonstrate civility in all our interactions, especially when there are disagreements or differing opinions. Take ownership of our speech, conduct, demeanor, and deliverables. Adhere to established policies, procedures, agreements, and deadlines. Act as thoughtful stewards of the university and its resources.
Student-Focus	<p>We work for the common good of students' academic and professional success. To accomplish this, We:</p>

	<ul style="list-style-type: none"> • Incorporate student feedback to improve academics and university services. • When making university decisions, we ask: What effect will that have on students? • Seek to understand the students' experience through their eyes.
Whole-Person Health	<p>We promote physical, mental and emotional wellness in all facets of the UWS experience. To accomplish this, We:</p> <ul style="list-style-type: none"> • Intentionally cultivate environments that support work-life balance. • Consider personal and community wellness in decision-making. • Maintain rigorous academic standards while supporting the health and well-being of our students. • Include a range of health modalities in the classroom and clinic.

5. POSITION QUALIFICATIONS		
	Required	Preferred
Education & Training	<p>Associate level or equivalent required.</p> <p>At least two years of college level coursework or training in adult education and data processing or related area. Relevant experience may substitute for the college level course work or training.</p>	Bachelor's degree
Certifications & Licenses		
Experience	<p>Experience working in higher education</p> <p>Experience with student information systems</p>	
Related Knowledge, Skills, & Abilities	<p>Strong computer, communication, and analytical skills.</p> <p>Attentive to detail</p> <p>Adept at working independently and meeting deadlines</p> <p>Working with a relational database desired.</p> <p>Ability to communicate technical/complex information</p>	<p>Experience working in a Registrar's office</p> <p>Experience certifying veterans</p> <p>Experience with the PowerCampus database</p>

	<p>both verbally and in writing; establish and maintain cooperation, understanding, trust and credibility; and perform multiple tasks concurrently</p> <p>Attentive to detail</p> <p>Adept at working independently and meeting deadlines</p> <p>Capable of maintaining confidentially and exercising mature judgment</p>	
Other Qualifications	Proficient in the Microsoft Office Suite.	

APPLICATION, SCREENING AND HIRING PROCESS:

Screening of applicants will begin immediately, and the position will remain open until filled. Please submit a cover letter, a resume and the names and contact information of three professional references.

University of Western States conducts background checks for the finalist or finalists of staff and faculty positions. The type of background check will vary by position type.

University of Western States is an equal opportunity employer.

To apply, visit our website at: <https://www.uws.edu/about/employment/>. Click on the large orange button and follow the prompts.

You may attach your materials as Word or PDF documents.