



WILLIAM JESSUP
UNIVERSITY

JOB TITLE: Assistant Registrar
DEPARTMENT: Registrar
SUPERVISOR: University Registrar
FLSA STATUS: Non-Exempt

MAJOR PURPOSE:

Under the general direction of the Registrar, the Assistant Registrar, Articulation Agreements and Transcript Evaluations, oversees the daily operation of one or more core functions with the Office of the Registrar. The Office of the Registrar is responsible for effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration and the recording and reporting of grades, compliance with FERPA regulations, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to registration and academic record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as a resource person to faculty, staff, and administration on articulation related matters; advocate for the college with other institutions for responsible and accurate communication regarding their curriculum.
2. Manage and implement continual improvements to the degree audit system.
3. Disseminate current and accurate transfer and articulation information to advisors, instructional faculty, and stakeholders; facilitate communication of new degree requirements and benefits.
4. Serve as a liaison with other organizations and institutions on all matter relating to articulation including ADT.
5. Evaluate transcripts from other academic institutions for equivalencies and application to degree program; provide training to additional staff to support an efficient and effective transcript evaluation operations.
6. Act as a resource for students, faculty, and staff on transfer curriculum, articulation, and related matters.
7. Develop, maintain, and provide oversight to faculty approved transfer credit, general education, and major preparation agreements between William Jessup University and other institutions of higher education.
8. Participate in university catalog updates
9. Regularly reference, retain, recall and apply University and departmental policies and procedures in order to effectively respond to inquiries.
10. Facilitate and maintain articulation agreements
11. Participate in commencement activities as assigned.
12. Represent the Office of the Registrar on committees and meetings as assigned.
13. Perform all other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree required

- Master's degree preferred

REQUIRED KNOWLEDGE/EXPERIENCE:

- 1-2 years relevant experience;
- Excellent research, written, verbal and interpersonal communication skills;
- Attuned to detail and insistent on correct information and data, both verbal and written;
- Experience with student information systems; development of reports, plans, and regulations related to student records;
- Demonstrated experience to manage complex operations and systems;
- Sound Christian testimony with the ability to integrate faith and learning;
- Subscribe to the statement of faith for William Jessup University;
- Subscribe to the community covenant for William Jessup University.

SKILLS/ABILITIES:

- Leadership skills with strong decision making skills and demonstrated good judgment;
- Ability to work evening and weekends as necessary;
- Ability to integrate Christian thought and values in all aspects;
- Ability to engage in critical thinking and exercise independent judgment;
- Ability to maintain confidentiality and manage confidential information;
- Ability to communicate effectively in written and oral form;
- Ability to take initiative without direct supervision.

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date