

Warren Wilson College

POSITION TITLE: Assistant to the Registrar

DEPARTMENT: Registrar

REPORTS TO: Registrar

POSITION SUMMARY:

The Assistant to the Registrar's primary responsibility is to provide administrative support to the College's Registrar. This includes assisting in the supervision and training of a small student work crew.

SPECIFIC RESPONSIBILITIES

1. Provide administrative support for the Office of the Registrar.
2. Coordinate office communications networks; take calls, answer questions, take messages, route calls and messages.
3. Greet students and others who approach the Registrar's window and assist them as appropriate.
4. Prepare and mail requested transcripts.
5. Prepare enrollment verifications.
6. Prepare transfer credit evaluations for new students entering WWC.
7. Prepare Academic Policies to new students during the August and January orientation periods.
8. Coordinate incomplete grade reports.
9. Assist with registration, including managing wait-lists, add forms, withdrawals, communicating with the campus regarding the deadlines, and processing of Internship/NSS research/Independent Study proposals.
10. Maintain computer database which contains student records, course data, class schedule, registration data, transfer credit and GE data.
11. Prepare requested reports for faculty and staff.
12. Maintain confidentiality of all information maintained in the Registrar's office.
13. Perform other related duties, as requested.

WORKING CONDITIONS

1. Occasional irregular working hours.

QUALIFICATIONS

1. College education and/or five years' experience in a comparable position; experience in an academic setting preferred.
2. Basic computer knowledge, including spreadsheet, data base management and word processing is required.
3. Courteous and effective interpersonal skills required.
4. Strong organizational skills and ability to handle multiple tasks.
5. Maturity, professional and confidential demeanor, good judgment and good humor.
6. Successful experience working directly with customers at a point of service is required.