



## JOB DESCRIPTION

**Position Title:** Assistant Registrar

**Reports to:** Registrar

**Last Updated:** 01/2024

**FLSA:** Exempt

**Status:** Full-Time

### **Occupational Summary:**

The Assistant Registrar evaluates college transcripts and other documents to determine transfer credit. This position works closely with the Newman University Admissions Office and faculty advisors, in addition to having the primary responsibility of maintaining compliance for all Veteran Affairs regulations.

### **Stewardship Statement:**

This position is responsible for cultivating and maintaining the institution's Catholic identity and its mission to empower graduates to transform society. As a member of the Newman community, the staff member will join with the institution's sponsors, the Adorers of the Blood of Christ (ASC Sisters), to witness God's love in Mission to empower others, foster oneness, celebrate life, form right relationships, and walk as compassionate companions. Additionally, this position contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other faiths, cultures, or backgrounds.

### **Work Performed:**

#### **Credit Evaluation:**

1. Assist prospective and current students with questions about courses and degree requirements.
2. Collaborate with Newman faculty and establish external relationships with other colleges to determine course equivalencies and completion pathways for students.
3. Provide new students with official evaluations (Degree Audits) of credit accepted in transfer.
4. Implement annual curricular changes for Degree Audit requirements with each new catalog publication.
5. Consult with faculty and process all degree adjustment requests and course substitutions.
6. Evaluate college transcripts and other documents (military training, CLEP exams, DANTES exams, Advanced Placement exams, etc.) to determine transfer credits for students.
7. Maintain and enter transfer credits in Empower, including credit for prior learning and program specific transfer credit approval forms.

8. Process all outgoing transcript requests and provide customer service to in-person visitors.

**VA Services Manager:**

1. Attend all required training as mandated to be the Certifying School Official (SCO) for Veteran Benefits and work cooperatively with the SCO in the Student Accounts office.
2. Prepare all VA enrollment certifications and complete necessary steps in Enrollment Manager.
3. Assist VA students with questions regarding benefits.
4. Coordinate with the VA and assist audits conducted by the State Approving Agency (SAA).
5. Compose official correspondence to the State Approving Agency annually identifying new programs, deleted programs, or changed programs, requesting authorized approval for said programs.
6. Serve as the Primary SCO for Newman University and student veteran benefit coordination.
7. Gather and submit requested data from VA surveys and reports.
8. Conduct faculty advisor training regarding student requirements concerning VA benefits as needed.

**Additional responsibilities:**

1. Work closely with the Associate Vice President of Academic Affairs concerning articulation agreements with community colleges.
2. Update and add school transfer web pages to the Newman website as needed.
3. Update transfer credit guides and Newman Studies Program guides and Navigator guides on the Newman website.
4. Train admissions staff and faculty advisors on published transfer guides.
5. Request course descriptions/syllabi as needed from faculty.
6. Collaborate with Registrar for updating curriculum development software – Acalog and Curriculog, to include additional training as necessary. This position requires a highly skilled review and dissection of degree requirement information for every program offered by NU.
7. Serve as secondary personnel for all athletic eligibility certifications should the registrar be unavailable.
8. Assist in Enrollment Day activities and commencement activities.
9. Complete all University-required trainings including Title IX and FERPA.
10. Contribute to the overall success of the Registrar's Office by performing all other duties as assigned and appropriate to the position.

**Required Qualifications/Education/Experience/Skills/Training:**

1. Bachelor's degree required.
2. Minimum of 3 years progressively responsible experience in higher education student records and registration.
3. Strong analytical, written, verbal and interpersonal communication skills are required. Strong customer service orientation is required.
4. A working knowledge of the admission, registration, and student enrollment process and how it applies to undergraduate and graduate education programs.
5. Must be able to develop an in-depth knowledge of Newman University majors and transfer credit policies.
6. Must be legally authorized to work in the United States.

**Physical Requirements:**

1. Prolonged periods of sitting at a desk and working on a computer.
2. Ability to lift a minimum of 30lbs of equipment that may need transported.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_