

## Assistant Registrar

### Reports directly to the Registrar

#### General Responsibilities:

- Act as a backup to other Assistant Registrars
- Assist Registrar with the end-of-year check-out process
- Assist with projects related to the maintenance of student academic files
- Reconcile information between student information systems
- Complete reports and various other seasonal projects

#### Specific Job Responsibilities:

- Process the withdrawal requests as they are received (both parent and administrative requests)
- Process Records Requests for withdrawn students, including the collection, organization, and submission of corresponding and cumulative records according to state law
- Complete the administrative section of the withdrawal form, including the date records sent, date notification form sent, date withdraw processed
- Communicate regularly with Family Support and Academic staff regarding withdrawal process
- Responsible for maintenance and organization of withdrawn student records
- Manage withdrawn file check-out process, including retrieval of archived file
- Process Records Request forms for enrolling students, including the organization and mailing of the forms, follow up correspondence, and filing of incoming records
- Day to day maintenance of active student files and active records room
- Assist teachers and staff (in office and remote) to locate pertinent student information contained within student files
- Responsible for keeping active records room current
- Manage active file check-out process
- Process Information Change Request forms
- Data enter students' previous school course, credit, grade, etc. information into the student information system
- Process and ensure accuracy of student transcript requests
- Ensure accuracy of student transcripts prior to distribution
- Respond to parent, student and school inquiries with regards to student transcript
- Communicate closely with school principals, guidance counselors and other departments regarding course analysis and correlation
- Communicate with transferring schools to ensure transcript is complete
- Manage the transferring schools database in the student information system
- Analyze incoming high school transcripts; graduation credits, etc. This needs to be done in conjunction with the Guidance Department
- Maintain on-going evaluation of all senior grades, courses, and graduation requirements.
- Distribute student transcripts for college applications
- Meet weekly with Registrar
- Other responsibilities as assigned

#### Requirements:

- Bachelors degree with 2 years administrative experience or Associates degree with 3-5 years administrative experience desired; significant direct experience working with records may be considered in lieu of a degree.
- Ability to effectively interact with school representatives to obtain student records
- Ability to meet and manage deadlines
- Excellent time management skills with the ability to prioritize during school lunch periods

- ❑ Ability to climb ladders and lift up to 25 lbs.
- ❑ Strong oral and written communication skills
- ❑ Extremely detail oriented
- ❑ Proficient technology skills with all Microsoft Applications
- ❑ Ability to learn new technology systems
- ❑ Excellent customer service skills