



Administrative Assistant to the Registrar– Staff - California Northstate University, Elk Grove, California, USA

POSITION TITLE: Administrative Assistant to the Registrar

REPORTS TO: Registrar

WORK SCHEDULE: 1.0 FTE, full time, non-exempt

CLOSING DATE: Open until filled

PRIMARY FUNCTION: The Administrative Assistant to the Registrar provides administrative support to the Office of Registrar by assisting in general front office duties including record keeping, document tracking as well as providing assistant for peak enrollment period and graduation.

ESSENTIAL FUNCTIONS:

- Assist the Registrar in maintaining all records procedures for full compliance with State, Federal, and college policies and procedures.
- Efficiently and accurately process documentation.
- Scan and place documents in appropriate Registrar's folders and/or document tracking in Student Address, Grade Change, Retesting Forms, Release of Records, Emergency Contact, and etc.
- Manage log of all enrollment verifications and verification requests.
- Provide administrative support for general office duties; filing, scanning, faxing, mailing and copying.
- Provide administrative support in the areas of preparation for registration.
- Collaborate with Registrar and Associate Registrar for graduation with logging and tracking of Petition to Graduate and Graduation Clearance forms.
- Assistant with United Healthcare student list.
- Assist with FERPA training.
- Manage log of FERPA training forms for staff and faculty.
- Respond to over the phone degree/education verifications.
- Respond to general faculty, staff, and student inquiries.
- Provide general front line office support.
- Maintains date to day function of the office when Registrar an Associate Registrar are engages in projects pertinent to California Northstate University.
- Other duties as assigned to maintain daily operations of the Registrar's Office.

MINIMUM QUALIFICATIONS:

EDUCATION: Required: 2-year college degree
Preferred: 4-year college degree

EXPERIENCE: Required: 2 years data entry, computer experience working with Microsoft Word and Excel; customer service experience. Experience working in a college setting.
Preferred: Experience working in a registration office.

KNOWLEDGE, SKILLS, ABILITIES:

- Ability to process a high volume of data entry.
- Is good with computers and can navigate the internet.
- Accuracy and attention to detail.
- Ability to interact effectively with students and the public.
- Must be able to work in a multi-tasked high-volume environment, completing multiple and competing priorities.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding confidentiality of student academic information.
- Skills to manage and handle difficult, sensitive and/or confidential issues effectively with persons of varying ages and ethnic backgrounds, special student organizations, alumni, campus staff, faculty, the public, and others.
- Commitment to a collaborative work environment.
- Commitment to seeking appropriate professional development.

SUPERVISORY RESPONSIBILITIES: None

CONTACTS: Students, parents, alumni, general public, faculty, staff.

PHYSICAL DEMANDS: Work at computer for extended periods of time. Move/manipulate supplies and equipment of various weights (up to 25lbs)

WORKING ENVIRONMENT: Office environment. Work occasional varied lunch hours. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae/resume, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled. California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.