Point University

Registrar Coordinator

Point University is a private liberal arts institution that educates our students within a Christian world-view so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Registrar Coordinator is responsible for general records duties within the Registrar's Office including assisting students with the registration process, maintenance of permanent student records, and processing of forms. The Registrar Coordinator will provide assistance to the Registrar and Academic Offices by regularly entering and updating the course schedule. While the position generally has typical office hours, there will be longer hours during the start of each semester. In addition, the position will be required to some Saturdays specially to support graduations and an occasional school event.

Essential Duties

- Maintain a working knowledge of college information and all records related processes by continuously reviewing/updating the student information in order to maintain alignment with the University Academic Catalog.
- Process records requests by students, parents, or approved outside agencies including but not limited to enrollment verification, grades sheets, schedule changes, all records related forms, etc.
- Process records requests by faculty and staff including but not limited to administrative course drops, grade changes, or registration overrides.
- Assist with scanning records documents into SchoolDOCs.
- Effectively communicate departmental requirements, policies, and procedures relevant to students throughout their academic experience at Point University.
- Maintain a confidential workplace with respect to student records in accordance to FERPA.
- Assist Registrar with oversight and training of student workers.
- Other duties as assigned.

Requirements

- Bachelor's degree from accredited institution or Associate's degree and a minimum of two (2) years of Registrar's Office experience

Skills Required:

- Self-starter who can work independently as well as collaboratively with colleagues.
- Excellent communication skills, including oral and written communication.
- Detail oriented.
- Excellent customer service skills.
- Proficient with MSOffice products.

Preferred Skills:

- Experience with Campus Nexus