Assistant Registrar

Point University is a private liberal arts institution that educates our students within a Christian worldview, 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 Assistant Registrar reports to the Registrar and is responsible for managing the records and registration activities for all Point student populations. The Assistant Registrar must maintain the integrity of student academic records, manage all registration and schedule changes, assist students in obtaining both their Official and Unofficial transcripts, assist in planning and coordinating all graduation functions/activities along with others in the Registrar Department, and maintain and control active and archived student records.

Primary Duties

- Responsible for registration duties for all Point students. Building schedules for each term in Campus Nexus or Colleague for all campuses. Assisting all students having registration issues.
- Assist in the coordination of all aspects of graduation: Commencement (find facility, work with all parties to ensure the graduation day runs smoothly, IT, lights, security; ordering cap & gowns; ordering diplomas; preparing program for publication); Degree audits; Graduation applications; computing graduating GPS for honors.
- Oversees the distribution of all transcripts (unofficial and official). Verify student account is clear of holds, including receipt of payment, updating database of transcript transactions. Answering all questions concerning data on the transcript.
- Ensure integrity of student records in accordance with FERPA regulations.
- Consistently enforce the University Catalog to maintain the integrity of Point's programs.
- Answer questions and concerns from students and parents concerning registration, enrollment, grades and policy.
- Other duties as assigned by Registrar.

Requirements

- Outstanding customer service and interpersonal skills required.
- Strong verbal and written communication skills.
- Attention to detail and analytical skills required.
- Bachelor's Degree required.
- Minimum of 3 years of experience in a Registrar Department.
- Previous experience with student information system (Colleague or Campus Nexus) preferred.