Registrar Specialist

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 Registrar Specialist is responsible for processing transfer evaluations, graduation audits, degree progress audits, and other official university documentation relating to student academic records. Registrar specialists work with the broader team to support a high-volume ticketing queue for exceptional student service.

The primary focus of the specialist is processing academic records and offering support of students via phone, web call, and in-person appointments. This role reports to the Assistant Registrar, Records and Reporting. Though occasionally support for registration and event attendance are required, this role is primarily focused on the "back office" functions of the registrar's office. While the position generally has typical office hours, there will be longer hours during the start and close of each semester. In addition, the position will be required to work some Saturdays to support graduation and occasional institutional-wide events.

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 faculty and staff including but not limited to administrative course drops, grade changes, or registration overrides.
- Efficiently and effectively process transfer evaluation, graduation audit, degree audit, and related data for students to support matriculation, retention, and graduation.
- 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 with FERPA.
- Other duties as assigned.

Requirements
- Associate or Bachelor's degree from accredited institution 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 MS Office products.

Preferred Skills:
- Experience with Campus Nexus or Ellucian Colleague