

## Job Opening

### Administrative Assistant, Office of the Registrar

<b>Classification</b>	(Non-Exempt) (Full-Time) (11-Month)
<b>Department/Division</b>	Academic Affairs/Registrar's Office
<b>Reports To</b>	Registrar
<b>Position Location</b>	On-Campus

#### About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

#### EEO Statement

Kings' College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

#### Job Function

This position requires a self-motivated person to assist with all duties in the Registrar's Office. The individual in this clerical position must have basic computer skills including experience working with the Microsoft programs Word, Excel, and Outlook. It is required for this individual to have the ability to foster good will among students, faculty, alumni, and parents. A service-oriented, friendly, professional attitude and knowledgeable disposition is required of the person to successfully fulfill this position. They must be able to provide basic instructional information, retain a level of confidentiality and possess basic clerical and logistical skills to assist in filing and data entry to support, accurate data management and record keeping.

#### Essential Elements and Success Metrics

- Process transcript orders via email, mail, in person and through the National Student Clearinghouse as well as deposit transcript fees for submission to the Business Office.
- Withdraws students from the college and communicates to appropriate personnel.
- Registers students for courses, including assisting in coordination of cross-registration with Wilkes University and Misericordia University.
- Responsible for coordinating registration of independent study and tutorial courses.
- Assists with the Freshman Registration process and schedule changes during Freshman Academic Advisement.

- Mid-term and final deficiency form processing; printing forms, filing forms in student folders, and electronically distributing forms to academic advisors.
- Promptly retrieves and responds to phone calls and voicemail messages.
- Utilizes CollegeNET 25Live classroom scheduling software.
- Assist with data entry of the master course schedule each semester.
- Updates change of address/phone number and any general information in computer for current and former students including FERPA, proxy, change of major and academic advisors.
- Assist with processing course withdrawals and degree verifications.
- Assist with details of Spring and Summer commencement ceremonies.
- Participate in call campaigns to unregistered students.

### **Required Skills, Training, and Experience**

- Knowledge of Microsoft Outlook, Word, Excel.
- Good analytical and communication skills.
- Needs to possess good organizational skills and can work independently.
- Ability to handle multiple tasks with accuracy and attention to detail.
- High school degree or 2 years of college, business, or technical school preferred.
- Ellucian Colleague computer experience is preferable.
- Commitment to serving diverse populations and ensuring diversity, inclusion, and equity.

### **Physical Conditions**

Typical office working conditions, including the ability to sit at a desk, answer phone calls and use a computer throughout the day.

**Interested Candidates:** Please submit a resume with a letter of interest and salary requirements to [hrjobs@kings.edu](mailto:hrjobs@kings.edu)

**Internal Candidates please submit a resume by March 7, 2023.**