

POSITION: Part Time Registrar Associate (20 - 25 hours per week)

CLASSIFICATION: Non Exempt (Grade 27)

DEPARTMENT: Registrar's Office

POSITION REPORTS TO: Registrar

JOB FUNCTION: Assists with all duties in the Registrar's Office as outlined below. This is a part time position.

**ESSENTIAL ELEMENTS:**

1. Transfer Course Evaluation: Review courses completed at other colleges/universities, both domestic and international, to determine whether or not King's College would award the appropriate credit toward a comparable course at King's College or not.
2. CROA: Utilize the Colleague Reporting and Operating Analytics (CROA) software to retrieve data from the Colleague system to ensure effective and efficient reporting.
3. SERIES 25: Utilize the SERIES 25 classroom scheduling software both to schedule events as well as generate reports on classroom usage and availability.
4. PROGRAM EVALUATIONS: Review program evaluations of students to determine graduation eligibility. Involves learning to do course substitutions and contacting both students and academic advisors to resolve issues that defer a student's graduation date.
5. Assistant in processing transcript requests, data entry and other regular office functions.

**NONESSENTIAL ELEMENTS:**

1. Assist with general office activities.
2. Performs other duties as assigned.

**REQUIRED SKILLS, EXPERIENCE AND TRAINING:**

1. Bachelor's degree preferred
2. Proficiency with MS Word and Excel
3. Strong analytical skills
4. Ability to work independently and research course descriptions on web sites of any college or university
5. Ability to communicate effectively with faculty, staff, students, parents and other academic institutions while handling confidential data.
6. Ability to handle multiple tasks with accuracy and attention to detail.
7. Organizational skills and the ability to work unsupervised.

**Interested candidates, please submit resume and cover letter to [hrjobs@kings.edu](mailto:hrjobs@kings.edu).**