

Position: Registrar Specialist (Transfer Credit Assistant)

Department: Office of the Registrar

Reports to: Registrar

Job Summary: Provide general support to Office of the Registrar, with an emphasis on the College's transfer credit process. Review, assess, evaluate and process transfer credit for new, continuing, and returning students. Provide technical assistance and serve as a Registrar's office resource for students, staff, and faculty. Interpret and apply related College policies and procedures, with an emphasis on transfer credit, transcripts, and degree audit reports. Maintain a thorough understanding of the College's General Education curriculum and all requirements for graduation. Work collaboratively and cooperatively with other areas of the College, including, but not limited to, Admissions, the Center for Student Success and the various academic departments.

Primary Duties and Responsibilities:

- Assist in review of transcripts from other institutions, which includes verifying the appropriate accreditation status of the transfer institution.
- Assist with the review of course descriptions to determine equivalency with St. Francis College courses.
- Assist with timely evaluation and recording transfer credits concerning students.
- Assist with evaluation of military, advanced placement, and extramural/experiential credit.
- Assist with application of waivers, substitutions, or other updates to program evaluations as necessary.
- Assist with interpretation of degree audit reports for students and advisers.
- Respond to phone and in-person inquiries.
- Work closely with Offices of Admissions, Center for Student Success, Academic Dean and Department Chairpersons to coordinate services and programs for transfer students.
 - Assist with providing other services as required to support transfer students.
 - Assist with registration, schedule changes and other administrative tasks as needed.
 - Perform other duties as assigned by Office of Registrar management.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or equivalent years of experience working in in post-secondary academic institution.
- Minimum of one year related work experience.
- An understanding and willingness to learn about complex higher education regulations such as FERPA.
- Culturally sensitive with a deep understanding and appreciation of a multi-cultural student community.
- Ability to work with diverse groups of people and handle sensitive information in a discreet and professional manner.
- Knowledge of Microsoft Office necessary. Experience with Ellucian's Colleague database helpful.
- Excellent written and verbal communication skills.
- Ability to work to established deadlines.
- Must possess excellent problem solving skills and be detail orientated.
- Possess high integrity and ethics in working with all student data.
- Ability to work flexible hours including some evenings and Saturdays may be required.
- A positive attitude towards students relative to their success and persistence to graduation is required.

Interested applicants can apply by clicking [HERE](#)