Moore College of Art & Design

Job Posting

Status: Full-time Exempt, temporary

Position: Assistant Registrar

Reports to: Registrar

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Purpose: The Assistant Registrar shares the responsibility of the daily operations of the Registrar's Office and the maintenance of Undergraduate and Graduate student academic records.

Requirements:
- Undergraduate Degree
- Experience within an academic environment, preferably in Academic Records
- Experience in working with computer databases and Microsoft Office
- Experience with student information systems preferred
- Ability to interact and communicate effectively with students, faculty and staff
- Strong attention to detail and ability to handle multiple tasks simultaneously
- Highly organized and efficient

Responsibilities:
1. Assist in the preparation and process of Advising and Registration:
   a) Prepare for online registration each semester.
   b) Identify students who have not registered.
   c) Assist students with online registration using Self-Service.
   d) Troubleshoot and correct/change academic records as necessary.
2. Assist in the preparation and process of new semester clearance and End of Semester. Processes:
   a) Process student schedule changes in PowerCampus during Drop/Add.
   b) Prepare class lists for faculty as needed using PowerCampus.
   c) Process new student enrollment.
   d) Assist with final grades.
   e) Process graduation petitions.
   f) Order and prepare diplomas for Commencement.
3. Generate custom reports for Registrar's Office and other various offices using Vista and Excel.
4. Database Maintenance & Integrity Projects:
   a) Correct coding in current student academic records and transcripts.

       b)   Maintain Degree Requirements for each curriculum on PowerCampus.
       c)   Correct, merge and delete IDs in PowerCampus as needed.
       d)   Correct corrupted transcript records of previous students as needed.

5. Maintain and process records:
   a) Process course and College withdrawals.
   b) Customize Academic Plans on PowerCampus.
   c) Process online transcript requests.
   d) Assist in office coverage and provide service to faculty, staff, students, alumni and parents in-person, on the phone and via email.
   e) Maintain electronic and paper forms used in office.
   f) Process incoming and outgoing mail.
   g) Train, supervise and organize schedules of work-study students.
   h) Process address changes.
   i) Process loan deferment forms and verification of enrollment letters.
6. Reserve classrooms in PowerCampus for meetings and events for other campus departments, student groups, faculty and other users.
7. Other duties and projects as assigned

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.