Position Title: Registrar Assistant
Reports To: Campus Registrar, University Registrar, and Campus Deans

Major Responsibilities: Support the Campus Registrar and Associate Registrar’s duties.

Specific Duties and Responsibilities:

1. Reads, understands and complies with the University’s mission, the catalog, the University’s policies and procedures, the Staff handbook and the institutional effectiveness process.
2. Responds to communications (e-mail/voice-mail) on a daily basis.
3. Completes the students’ registration process.
4. Ensures all documentation is completed properly for new students.
6. Maintains the student Academic file with the required documentation
7. Complies with the Add and Drop period policy
8. Collaborates with the retention efforts of the University.
10. Distributes, collects and files Final Grades Roster from the faculty.
11. Reviews and incorporates new students’ files with active student’s files.
13. Ensures that students’ records are kept according to FNU policies
14. Participates in self studies and committees conducted by the University.
15. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position online, please click on the link below: