

Student Records Assistant

The Student Records Assistant plays a critical role in the Office of the Registrar. This position assists the Registrar with a variety of administrative functions related to the management of student records, ensuring their accuracy, integrity, and security. Responsibilities include maintaining electronic and paper records, supporting student registration processes, providing guidance on transcript and report retrieval, and responding to inquiries from students, faculty, staff, and external organizations.

The Student Records Assistant also serves as the primary Data Entry Coordinator, supporting student needs and advancing departmental goals and objectives. This position requires strict adherence to confidentiality at all times and may include coordinating special projects as assigned by the Registrar. Strong attention to detail, effective communication, and excellent organizational skills are essential.

JOB TYPE: Full Time, Exempt

REPORTS TO: Registrar

WORK SCHEDULE: Monday thru Friday, 9AM – 5PM (In-Person Only)

DUTIES AND RESPONSIBILITIES:

Data Processing:

- Maintains database of students' addresses, telephone numbers and emergency contacts.
- Enters Family Educational Rights and Privacy Act (FERPA) releases and Directory Opt-Out Information.
- Processes College withdrawals and reverse as necessary, course withdrawal, drop/adds, program changes.
- Collects and processes grade changes.
- Updates graduate status and conferral dates.
- Manages and maintains dates in the Google Calendar.
- Coordinates the processing of transcript request.
- Completes enrollment and degree verification requests.
- Organizes and manages all paperwork into student document tracking, in a timely manner; this includes scanning, labelling and attaching each individual documents.

Core Assignments:

- Schedules all room reservations for special events including relocating classes, posting notices and informing faculty and students.
- Collects Petitions to Graduate, compile and disseminate as appropriate.
- Updates Office of the Registrar forms.
- Assists with, assign, and manage degree audits.

- Notifies Marketing to update Website with offerings, final exam schedules, and other changes to be made on Registrar pages.
- Orders all supplies for the office.
- Answers incoming phone calls and forward them to the appropriate person, take complete and accurate phone messages.
- Ensures compliance with privacy laws, Family Educational Rights and Privacy Act (FERPA), in regard to record verification by protecting confidentiality of student.
- Manages the sending and picking up of mail.
- Creates and Posts Notices as needed.
- Completes enrollment and degree verification requests.
- Assists Students returning after a leave.
- Provides support and convey general information to students, Faculty, Staff, and others. Respond to inquiries regarding established policies and procedures for registration, course scheduling and availability, transcript requests, re-admissions, major changes, academic status, etc.
- Promotes and upholds Manor's Catholic Basilian Mission.
- Complies with the Policies and Procedures of Manor College.
- Assists with other related duties such as special assignments, as needed.

QUALIFICATIONS:

- Bachelor's Degree Required.
- Minimum of two years of experience in higher education, preferably in a Registrar's Office.
- Familiarity with the National Student Clearinghouse.
- Experience with Student Information System software desired; preferably Unit 4 CAMS or Thesis Elements.
- Proficient computer skills and familiarity with standard office equipment.
- Excellent attendance and punctuality; professional demeanor, customer service-oriented skills.
- Ability to interact courteously and patiently with students, parents, staff, and visitors in person and by phone.
- Ability to multi-task and work with interruptions; ability to work efficiently, be detail-oriented, and organized with minimum supervision are required.
- Willingness to participate in various Academic Affairs and Admissions events which may include evenings and weekends.

Physical Requirements and Work Environment:

- Requires prolong sitting. Standing for limited periods.
- Repetitive motion of the finger and hands for the telephone console.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.

- Requires stooping, bending and reaching.
- Sometimes work in a crowded and noisy environment.

ADDITIONAL INFORMATION:

Background checks will be completed as required by law and Manor College policy and procedures.

SALARY:

The salary for the position is \$40,000.

TO APPLY:

Qualified individuals should email their resume including a cover letter to the attention of Human Resources at jobs@manor.edu

Confidential screening of applications will continue until the position is filled.

Equal Opportunity Statement: Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.