

JOB DESCRIPTION

Position: Registrar's Office Coordinator
40 hours/12 months
Anticipated pay rate \$16.25/hour

Reports to: Registrar

Description of Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world. The Registrar's Office Coordinator helps to ensure that academic records are adequately maintained and updated and works towards quality improvement. The position requires meticulous review and research of detailed academic records for accuracy. The Registrar's Office Coordinator is a key component of the office's customer service processes and works to assess how they can be improved to best meet the needs of students, alumni, faculty, staff, etc. while furthering the University's pursuit of Christ-centeredness.

Essential Functions:

Customer Service

- Answer phone calls, emails, mail, faxes, distribute as needed, as well as assist visitors (parents, prospective and current students, federal investigators, staff, faculty, other institutions, etc.)
- Maintain accurate student database information
- Assist with degree audit plans
- Assist with the Registrar's Office website
- Obtain, track, and coordinate approved curricular changes in order to update the Registrar's Office website and internal documents
- Process independent studies, honor projects, tutorials, and audits
- Complete degree verifications through the National Student Clearinghouse

Catalog Coordinator

- Obtain, track, and coordinate catalog changes and updates for all approved curricular changes; faculty, Board of Trustees, and administrative staff changes; verify appropriate links; ensure accuracy and timely preparation for publishing (federal and state compliance)

Transcripts, other

- Process transcripts and individual grade reports
- Handle transcript funds and banking procedures
- Process apostille requests and degree verifications
- Hire, train, and supervise student workers
- Order and maintain office supplies/reconcile statements
- Other projects and duties as assigned by the Registrar

Success Profile:

Individuals ideally suited for this position will exhibit the following behaviors and competencies:

- **Communication and collaboration:** Must possess excellent communication skills and the ability to work collaboratively, both within and outside of the department
- **Organization, Time Management, and Attention to Detail:** Must be well-organized, responsible, and consistent, employing excellent time-management and prioritization skills
- **Approachability:** Should convey a caring and respectful attitude toward others and have excellent interpersonal skills
- **Pace:** Must be able to work under pressure and multi-task in a fast-paced environment
- **Dependability and reliability:** Must be consistent in the ability to complete requests that directly affect students, alumni, and faculty
- **Accountability and accuracy:** Must have careful attention to detail and accuracy

Minimum Requirements:

- Possess a personal Christian faith that is reflected in one's professional and personal life and be supportive of and committed to the institution's promotion of the doctrines of The Wesleyan Church so that no teaching or behavior is contrary to them
- Bachelor's degree
- Working knowledge of Microsoft Office Suite and the ability to work in complex data systems (training will be provided)
- Commitment to Christian liberal arts education
- Physical requirements within the range of an office environment
- Must be able to climb stairs.

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume
- (3) 3 References
- (4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.