

REGISTRATION ASSISTANT

(Internal/External)

APPLICATION DEADLINE: November 6, 2009, or until filled. *Applications must include the following:* **BSC [staff application](#) form, letter of application and resume. Applicants will be required to take the Excel, Word, and Access tests (preferably 2007) at ND Job Service and submit the test scores with their application materials.** (NOTE: Incomplete applications will not be considered. Veterans claiming preference must submit all proof of eligibility by the closing date.)

STARTING DATE: December 1, 2009 or sooner if possible.

COMPENSATION: \$21,000+ based on directly related experience. May be eligible for salary increase after six months. Comprehensive fringe benefit package including **full coverage for family health insurance and retirement plan.**

SUMMARY OF POSITION: Responsible for providing information about BSC to public and prospective students while providing quality customer service relating to student records topics to students, parents, staff and faculty. Maintains, manages and coordinates student registration related activities, and serves as lead worker for work study students and other temporary helpers.

REQUIRED QUALIFICATIONS:

- Associate degree in an administrative assistant program or two years of directly related work experience.
- Excellent customer service skills.
- Proficient in computer software programs (i.e. Word, Excel, Access, email-Outlook, Internet and electronic calendar-Oracle) and good keyboarding skills.
- Ability to adapt in a changing environment.
- Proven excellent interpersonal and written communication skills (ability to work well with a variety of people).
- Strong organizational skills and attention to details and accuracy.
- Ability to work under pressure and meet deadlines.
- Ability to multi-task and manage many different activities.
- Disciplined and able to maintain confidentiality.

PREFERRED QUALIFICATIONS:

- Experience in a comparable position in higher education.
- Experience in and understanding of PeopleSoft software.

For more information or assistance contact: [Human Resources](#) (701) 224-5531. **This position may require a criminal history record check.**

Equal Opportunity Employer

<http://www.bismarckstate.edu/hr/jobs.asp>

TITLE: Registration Assistant

REPORTING RELATIONSHIP:

Is directly accountable and responsible to the Associate Registrar.

RESPONSIBILITIES:

1. Provides quality customer service relating to BSC and Student Records topics to students, parents, staff and faculty.
2. Maintains, manages and coordinates student registration related activities in accordance with department guidelines and procedures.
3. Performs technical record keeping duties required to maintain permanent student records of advisor/program changes, status changes and student file inactivation.
4. Serves as a lead worker for work study and other temporary helpers.

DUTIES:

1. Receives and responds to written, personal, and telephone inquiries and disseminates materials and information.
2. Maintains confidentiality of student records consistent with the Family Education Rights and Privacy Act of 1974.
3. Provides information and assistance to students on correct procedures for completion of forms and applications; explains requirements and restrictions; reviews completed forms for accuracy and completeness
4. Scans, captures and routes Student Records documents using ImageNow.
5. Plans, organizes and oversees daily operations relative to student registration for Liberal Arts, Non-Limited CTE, Non-Degree and distance education programs.
6. Works closely with the Advisor Coordinator and Distance Learning and Military Affairs Coordinator as it relates to student registration functions.
7. Assists students with CampusConnection processes, i.e., course search, registration, class schedule changes, semester withdrawals, and address changes.
8. Provides relevant and accurate information to students regarding CampusConnection processes.
9. Develops detailed business processes for assigned duties.
10. Performs program and advisor changes in CampusConnection.
11. Performs student file status changes and creation of legacy records for admissions.
12. Maintains the matrix of programs/plans/subplans and qualifying advisors.

13. Coordinates the process for non-returning student file cleanup.
14. Assists in other Student Records related activities, including generating transcript requests, and student enrollment verification.
15. Supports innovation, creativity and ideas to improve/enhance processes, functions, etc. in the department and as a whole for the college.
16. Performs other duties as assigned or required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Associate degree in an administrative assistant program or two years of directly related work experience.
2. Excellent customer service skills.
3. Proficient in computer software programs (i.e. Word, Excel, Access, email-Outlook, Internet and electronic calendar-Oracle) and good keyboarding skills.
4. Ability to adapt in a changing environment.
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9. Disciplined and able to maintain confidentiality.

PREFERENCES:

1. Experience in a comparable position in higher education.
2. Experience in and understanding of PeopleSoft software.

DISCLAIMER CLAUSE:

This job description is not intended, and should not be construed, to be a complete list of all responsibilities, duties, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to making fair pay decisions and for determining job performance.

BROADBAND:

Band: 5000 – Office Support
Sub Band: 5200 – Office - Administrative
Family: 5215 – Administrative Clerical
Term: 12 months
Status: Full-time (100%)

10/6/09