EMPLOYMENT OPPORTUNITY

Open until filled

Date: July 29, 2014 **Anticipated Start Date: Aug 10, 2014**

Job Title: Registrar's Office Administrative Assistant

Reports To: Registrar

Job Description:

To provide administrative assistance to the Registrar and represent the department to visitors, telephone inquiries, students and all other departments and organizations

Principal Responsibilities:

General Office Duties

Objective: To maintain a professional, orderly, and efficient office environment

Responsibilities:

- Complete word processing, filing and other office duties, as needed
- Pick-up and sort mail, prioritize and identify areas that need the attention of the Registrar
- Handle student records-shifting; non-current files (withdrawn or graduated); enter student activities on individual annual students (scores and reports to students)
- Assist with registration
- File add/drop source cards; and withdrawal forms
- Cooperate with and contribute to a dynamic team of service minded individuals working together to accomplish department goals
- Maintain job manual

Transcripts and Certifications

Objective: To provide timely service for educational records requests and required reporting

Responsibilities:

- Issue transcripts on a scheduled basis
- Certify student standing and enrollments in relation to governmental agencies and private foundations; includes regular electronic reporting to the National Student Clearinghouse
- Report degree information regularly to the National Student Clearinghouse to facilitate degree verification requests

Management Support

Objective: To support the Registrar to alleviate day-to-day activities and maintain an organized operation

Responsibilities:

- Collect and maintain statistics and data, produce Registrar's Report each semester
- Track orientation requirements for new college students; includes Bible test administration and recording

- Assist in preparation for registration; control class schedule distribution
- Manage add/drop function and auditing function
- Manage mid-term grade reporting and participate in grade processing
- Assist with various plans and programs for student retention
- Initiate chapel attendance check-in
- Appoint and supervise chapel monitors
- Maintain chapel, day of prayer and global ministry conference records
- Ensure that address and demographic updates are completed in a timely manner
- Manage the name change process
- Assist in the running, distribution and archiving of standard reports
- Respond to any additional tasks or special projects as assigned by the Registrar

Communications

Objective: To facilitate effective communication within the department and to other departments, students and the academic community

Responsibilities:

- Primary responsibility for service window, involving internal and public student records activity, student information, public information relating to the college and re-enrollment inquiries
- Primary responsibility for two telephone lines, answering inquiries and assisting students

Job-specific Requirements:

- Minimum one year of office experience
- Demonstrated maturity, initiative and punctuality – a self starter
- Demonstrated ability to handle several responsibilities at one time
- Thorough knowledge of MU programs, regulations and procedures
- Skills in problem solving and decision making; flexibility and resourcefulness
- Extreme confidentiality; discernment and sound judgment
- Experience and/or course work in data processing; typing 50-55 wpm
- Familiarity with Microsoft Office 2010, Outlook, Word and Excel
- Excellent communication skills, both written and verbal
- Demonstrated skills in the organization of details
- Demonstrated ability to maintain a high level of accuracy in detailed records
- Ability to set priorities while demonstrating flexibility and courtesy in demanding situations
- Understanding of "protection of administrator's time" ability to filter calls and visitors using sensitivity and understanding
- Bachelor's degree preferred
- A knowledge of and commitment to the mission and ministry of Multnomah University

General Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John. 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be a regular participant in a local, evangelical church.

Full Time (35 hours) with Medical and Dental benefit options

starting the first day of the month following the first 30 days of employment.

To Apply:

For full consideration complete an employment application (online at www.multnomah.edu/employment) and attach a cover letter and resume. Please include the name, title and phone number of three references. An interview may be arranged after your file is complete.

For questions regarding this position contact Amy Stephens, astephens@multnomah.edu, 503-255-0332