MAJOR PURPOSE:
Under general direction of the Registrar, analyzes applications, transfer evaluations, and transcripts for entry and exit from the university. Provides oversight of data entry and file management including degree audits, grade reports, transcripts, enrollment verifications, etc. Coordinates or performs special functions associated with an academic office, such as assisting with curriculum planning, and committee service. Serves in areas of certification, athletic eligibility, and/or transfer requirements.

PERFORMANCE MEASUREMENTS
1. Evaluates transfer transcripts from other academic institutions for equivalencies and application to degree program.
2. Maintains student files and records; documents all pertinent student information; updates computerized information system regarding changes to student status.
3. Identifies transfer options for students to satisfy degree requirements.
4. Development of improved systems for data entry and file management.
5. Assist in developing and maintaining policy procedure and desk manuals.
6. Assist in coordinating timely flow of information and publications to students, faculty, administration and other publics.
7. Monitors academic progress of students through yearly degree audits.
8. Establishes and updates articulation agreements with other higher education institutions.
9. Provides records, evaluations, interpretations, other requested data, recommendations, and conclusions to Department Chairs, Assistant Registrars’, and Registrar.
10. Assists in certification and evaluation processes by performing supplemental administrative activities, such as securing requested information, verifying computerized data files, and preparing reports.
11. Checks various forms for accuracy such as curriculum changes in the catalog and degree audit forms.
12. Assists students with admission and registration; provides guidance in course selection in keeping with the student’s interests, values and abilities.
13. Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- Bachelor Degree required.

SKILLS/ABILITIES:
- Previous experience in academic or student administration.
- Experience with an integrated student information system.
• Knowledge of complex technological applications.
• Excellent research, written, verbal and interpersonal communication skills.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date