POSITION: Registration and Records Systems Coordinator  
DEPARTMENT: Office of the Registrar  
DATE POSTED: 09/28/2015  
DATE REPOSTED: 01/11/2016

Primary Purpose:
Has an integral role in prioritizing, making decisions (in consultation with the Registrar), and coordinating projects and resource allocations to align with organizational goals. Provide administrative and operational support to students, faculty, and staff on issues regarding degree requirements, registrar services, advising, and academic services. Resolve routine issues of limited scope within own work area using general guidelines and standards or precedents as reference. Maintain accurate and confidential academic student records of the College of Law and provide service to students for all registration needs.

Responsibilities:
- Provide technical leadership, management and support in the enhancement, development, and implementation of complex, technical solutions critical to the COL’s mission.
- As Coordinator, may identify students in academic difficulty and consults with the appropriate parties.
- Creates strategies to make the Registrar's Office more efficient and customer oriented.
- Coordinator and lead between functional end users and the SIS support team, develops, implements, and assists the Registrar and the Registrar Associate concerning data procedures.
- Work with the Registrar and Registrar Associate to process and check classes added, classes dropped, clinical enrollments, first year enrollments and re-enrollments, consortium registrations, individual research credits, internship and externship, manual registration, special grading requests and summer session registration.
- Serve as primary contact for Transient and Transfer students.
- Interpret registration policy and procedures to students, faculty and staff.
- Track student compliance with policies and procedures, such as graduation requirements, areas of concentrations, Further Required Curriculum, special degree programs, Pro Bono, special circumstances (waivers or exceptions), etc. Report any discrepancies to the Registrar or the Registrar Associate.
- Assist the Registrar compiling and mailing list of students required to petition the Academic Standards Committee to continue legal education. Maintain a list and report those names to the Academic Success Office and the Associate Dean for Academics.
- Explain Stetson policies and procedures to students and staff, if needed. Assist with updates to student catalog (Course Leaf), student schedule and other documentation.
- Assist students with graduation requirements. Monitor special graduate circumstances, assists with the scheduling and training of other staff members to proctor final exams.
- Assist the Registrar Associate regarding working with ADA accommodations as it pertains to rescheduling accommodated exams and room location.
- All other duties as assigned

Qualifications:
AA/AS or BA degree preferred. A minimum of four years of experience in academic setting preferred. Must have a high level of organization. Should possess strong written and verbal communication skills. Ability to make decisions and exercise sound judgment. Ability to work as a positive team player as well as independently. Excellent follow-through and attention to detail is required. Multi-tasking and interpersonal skills are required. Must be a dependable, responsible contributor committed to excellence and success. Strong customer service skills and professionalism are a must. Maintains confidentiality. Ability to work flexible work schedule during busy office periods. Proficient in MS Office (Access, Excel, Outlook, PowerPoint, Word). Knowledge of Banner, a plus.

Please visit http://www.law.stetson.edu/jobs Click on How to Apply to complete the secure online application and upload your resume. You may also mail your cover letter/resume/application and salary requirements to Human Resources Office at 1401 61st Street S, Gulfport, FL 33707 or email to hr@law.stetson.edu

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