



WISCONSIN LUTHERAN COLLEGE

Position Description

Position Title:	Assistant Registrar
Department:	Registrar's Office
Division:	Academic Affairs
Reports to:	Registrar
FLSA Status:	Exempt
Called Position	No
Revised:	December 2021

Job Summary: Under the direction of the Registrar, the Assistant Registrar provides the best possible support for the organization by managing records and registration, enrollment verification, credit evaluation, academic scheduling, advising and providing service to students, faculty, and staff.

Records and Registration Responsibilities:

- Provide transcripts and enrollment verifications as requested.
- Produce credit evaluations for current students and students desiring to transfer to WLC.
- Be a resource for all undergraduate students seeking assistance with program planning
- Assist with advising, especially in regards to the GENED curriculum
- Assist with the Major/Minor declaration process
- Perform degree audits for students nearing graduation
- Assist with organization and planning for Commencements
- Assist the Admissions Office with registration process of new incoming students.
- Work with the Information Technology Department in effectively using the functionality of the student data records system.
- Assist with the development and maintenance of the college catalog.
- Assist Academic and Student Life Departments with generating data reports.
- Will work closely with the Student Success Center in regards to program planning and student retention.

International Advisor Responsibilities:

- Serve as a Department of Homeland Security Designated School Official (DSO).
- Maintain SEVIS records as required by the DHS.
- Serve as an advisor to international students in regards to their academic programs and immigration issues.
- Serve as the coordinator of study abroad opportunities.

REQUIREMENTS

Knowledge, Skills, and Abilities:

- Strong technical skills preferred including SQL.
- Excellent organization skills with the demonstrated ability to serve through the completion of multiple tasks simultaneously yet seamlessly to the customer.
- Exceptional service orientation, attitude, and desire with the interpersonal, customer service and problem solving skills to deliver.
- Proven oral, written and presentation communication skills with the ability to communicate effectively with multiple levels of customers, including faculty, staff, students, administration, internal and external partners with judgment and use of appropriate professionalism for each situation.
- Demonstrated ability to use a personal computer and various software packages such as Microsoft Office and other related database software, with knowledge of Jenzabar EX database and reporting being a definite plus.

Education and Experience:

- Bachelor's degree required.
- At least three (3) years of experience in a professional team setting, preferably in higher education.
- Demonstrated experience and passion in serving others, and respect of all others as God's creation.