

### Job Description

<b>Position: Registrar Coordinator</b>	<b>Department: Esperanza College</b>
<b>Reports to: Associate Dean for Academic and Student Success</b>	<b>FLSA Status: Exempt</b>
<b>Revised: March 8, 2022</b>	<b>Classification: Regular Full-Time</b>

#### **POSITION SUMMARY**

The Registrar Coordinator, reporting to the Associate Dean for Academic and Student Success and with a dotted line reporting relationship to Eastern University Registrar, works collegially with academic and administrative units within Esperanza College; creates the course schedule developed by the Academic Directors; ensures the accuracy and integrity of scheduling records; maintains student data records; provides transcript service to students/alumni; implements effective and efficient systems of communication between the Registrar's Office and internal/external constituencies; and coordinates the services of the Registrar's Office with guidance from Eastern University Registrar. This position schedules instructional space to optimize use and provide environments conducive to teaching and learning and coordinates college space use by other stakeholders.

#### **ESSENTIAL FUNCTIONS**

- Maintains student data records: enrollment statuses and dates; address and name changes; major changes; and other relevant student data
- Creates the systems profiles for staff, faculty, and students
- Works closely with Deans, Academic Directors, and Eastern University's Registrar to facilitate registration planning and services for students
- Fields incoming telephone, email, and face to face inquiries to the Registrar's Office
- Prepares and process student registration forms, add/drop, withdrawals, and education verifications
- Processes mid-semester warning reports from faculty and to students, advisors, administrative units
- Communicates with students and faculty concerning extensions, class absenteeism, and grade discrepancies
- Tracks the input of grades and provide grade reports
- Evaluates transfer transcripts and enters transfer credits
- Demonstrates familiarity and enforces academic policies and procedures as outlined in the student handbook and catalog
- Coordinates the regulated destruction of confidential records in compliance with FERPA
- Creates and distributes reports of classroom availability and course scheduling.
- Coordinates the use of classroom and college facilities in conjunction with classroom needs and demands
- Assists in maintaining and communicating detailed information about instructional spaces to ensure productive physical learning environments
- Works to resolve space scheduling conflicts as they arise and communicates all changes in an appropriate and timely manner to students, staff, and faculty
- Coordinates Esperanza College's commencement
- Ensures compliance with FERPA regulations
- Carries out all other duties as assigned

#### **EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS**

##### *Education and Experience:*

- Associate degree from a regionally accredited university is required
- Bachelor's degree from a regionally accredited university is preferred.

*Knowledge and Skills:*

- Experience in higher education administration software is preferred
- Demonstrated organizational skills; attention to detail; and experience working with calendars, dates, and numbers with extreme accuracy is required
- Ability to coordinate multi-faceted projects using Microsoft Suite is essential
- Able to communicate effectively and work cooperatively with academic and administrative colleagues throughout Esperanza College
- Excellent interpersonal, oral, and written communication skills are required
- Bilingual (fluent in written and spoken English and Spanish) preferred

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools, or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must occasionally lift and/or move up to 20 pounds.
- Heavy desk top computer and keyboarding activities daily.
- Specific vision abilities required by the job include close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Although work is primarily indoors, you may be required to travel outside to business partner and community locations.
- Position will require occasional full or partial day or multiple day trips locally or nationally to attend conferences, seminars, and meetings.
- The college serves its students from 8:00 am – 10:00 pm as such work schedule will include some evening hours on a regular basis.
- Candidate must identify with and be fully committed to Esperanza's vision and mission.
- Candidate must be fully committed to Eastern University's vision and mission and sign and promote its faith statement.

Esperanza College offers a comprehensive employee health & wellness benefits program. Our campus is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: [gramirez-wrease@esperanza.us](mailto:gramirez-wrease@esperanza.us) and please indicate **Registrar Coordinator** in the subject line.

For more information, check us out on the web at: [esperanza.eastern.edu](http://esperanza.eastern.edu)

**ACKNOWLEDGMENT**

The following signatures confirm that the employee was shown and understands the job responsibilities.

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Employee Signature

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Date

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Supervisor Signature

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Date

NOTE: By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.