

The Southern Baptist Theological Seminary

Position Description

Position Title: Registration Assistant

Department: Academic Records

Position Code: F0328

Date Prepared: 2/7/11

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Registration Assistant is primarily responsible for processing transcript requests and for general office duties, including answering the phone and student questions. The person assists the Registrar with all aspects of registration, provides enrollment verifications for students, assists with file shifts, and files.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Process and send transcripts 2-3 times per week
- Perform accounting needs for the office
- Input schedules and changes to schedules
- Complete enrollment verifications
- Process course withdrawals
- Process location transfers
- Schedule classrooms for non-course events
- Perform registration functions as needed
- Scan and index files into Sentry File
- Filing documents; keeping student files in vault updated and orderly
- Cross-train with other AR staff

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a high school degree, preferably a Bachelor's degree.

EXPERIENCE:

The person in this position should have experience in data entry, filing, answering phones, and general office knowledge.

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Registrar.

WORK ENVIRONMENT:

The person in this position will work in an office environment, typically sitting at a desk or table, having to lift light objects.

EQUIPMENT:

The person in this position will use the following equipment: telephone, copier, word processing programs including Microsoft Office, Excel, Jenzabar system, and Office Imaging Systems for scanning.