



PART TIME EMPLOYMENT OPPORTUNITY

Open: September 2022

Open until filled

With questions about this position, please contact Amy Stephens astephens@multnomah.edu.

Job Title: Assistant Registrar II (22 hours per week)

Reports To: Registrar

Mission: *To provide assistance to the Registrar and represent the department in a positive and Christ-honoring manner*

Advising: *Provide academic advising and track students' progress toward meeting graduation requirements for all graduate programs*

- Counsel prospective graduate students regarding their programs, as needed
- Complete degree audits for all graduate students who are graduating within two semesters. Maintain expected graduation dates.
- Provide on-going services for potential graduates at all levels
- Maintain the degree requirements in Academic plan for all graduate programs.
- Assign an academic plan to each enrolled graduate student, assist academic advisor
- Manage the assignment of academic advisors for all graduate students

Commencement Coordination: *Provide information to the Commencement Coordinator to facilitate graduation tracking and the awarding of degrees to online undergraduate students*

- Provide list of expected graduates (graduate and seminary) to Commencement Coordinator
- Track outstanding transcripts from other institutions for final degree requirements
- Verify program completion for graduates (graduate and seminary) and communicate with Commencement Coordinator for processing, review final transcripts for accuracy of all graduate and seminary graduates
- Maintain the Anticipated Graduation Date in Powercampus and ensure accuracy

Registration Coordination: *Organize and manage assigned registration activities in an efficient and organized manner.*

- Assist in coordination of registration activities including set up, clearance and assistance for students
- Assist with all computer processing related to registration; class schedule, data forms, etc.
- Manage data correction and distribution of various reports following registration, including class rosters, student schedules, class lists, etc.
- Communicate with faculty about process for verifying enrollment at beginning of each semester

Record Maintenance and Administrative Support: *Ensure record entry and maintenance essential to current and archival reporting*

- Update and maintain procedures in job manual
- Provide system support for all departments interfacing with records
- Process program adjustments and waivers of course and credit
- Assist with the transfer credit evaluation process.
- Respond to surveys requesting information, primarily governmental
- Maintain catalog and section information in PowerCampus for graduate programs
- Assist with any additional tasks or special projects as assigned by the Director

Qualifications:**Job-specific Requirements:**

- Bachelor's degree required, masters or equivalent graduate study preferred
- Knowledge of MU programs, regulations and procedures required
- Preference given to MU graduate
- Experience and/or course work in data processing
- Familiarity w/ Microsoft Office, Outlook, Word, and Excel
- Demonstrated skills in organization of details
- Demonstrated effective management skills with the ability to motivate others
- Demonstrated ability to manage several responsibilities at one time
- Excellent communication skills, both written and verbal
- Extreme confidentiality
- Good listening skills with discernment
- Ability to speak before groups effectively, with ease
- Relates well with peers and superiors as well as students
- Punctuality, and a self-starter
- Analytical ability

General Employment Requirements:

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian university, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- Employees will have received Jesus Christ as his/her personal Savior. John 1:12
- Employees will be in basic agreement with the institution's doctrinal statement.
- Employees will believe the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- Employees will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- Employees will be actively involved in a local church.

This is a part time support staff position scheduled to work on average 22 hours per week, year-round.

**This position includes paid holidays, paid vacation and sick time
beginning the first day of the month following one month of employment.**

To Apply: Visit www.multnomah.edu/careers

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