

JOB TITLE: REGISTRAR

JOB DESCRIPTION:

This employee is responsible for performing clerical and/or record-keeping tasks on the automated student system as required to handle student registration forms, scheduling, sending and receiving student transcripts, records, and student attendance.

Duties of this position include but are not limited to:

1. Registering students.
2. Clerical duties involved in scheduling students.
3. Clerical duties involved in student schedule changes
4. Maintaining active student records including grades.
5. Receiving and sending student records.
6. Maintaining a student master file.
7. Requesting and sending student transcripts.
8. Keeping student attendance records.
9. Completing monthly attendance records.
10. Computing F.T.E. reports.
11. Keeping class enrollments.
12. Complying with requests for proof of age, graduation, enrollment, and driver's education papers.
13. Securing health reports on out-of state students.
14. Computing honor roll.
15. Preparing data for computer processing.
16. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Functional literacy.
2. Ability to type at least 40 words per minute.
3. Ability to meet and work effectively with the public.
4. Ability to maintain effective working relationships with all employees.
5. Knowledge of office procedures.
6. One year of experience in office work.

DESIRED QUALIFICATIONS:

1. Satisfactory completion of a secretarial training program.
2. Experience as a school registrar.
3. Experience as a school secretary.
4. Experience in computer data preparation.
5. Two years of experience in office work.