ENGINEER UNIVERSITY OF MICHIGAN

POSITION TITLE: Registrar Clerk
DEPARTMENT: Student Services

PURPOSE: Assist the Registrar by completing college registration activities, including scheduling of classes, student registration, and preparation of reports. Responsible for scheduling rooms for TVCC classes and events.

ESSENTIAL FUNCTIONS
Follow policies and procedures that ensure that student and class record data is entered, processed, utilized, and stored properly both internally and externally.

Input mid-term grades, grade changes, and grades at the end of each term. Ensure that instructors assign grades to all students. Process “incomplete” grades as notified by the instructor. Generate report cards.

Enter change of academic major and new advisor data; verify information is accurate.

Process clearinghouse requests of student loan deferment, and verification of student attendance and/or graduation. Process National Intercollegiate Rodeo Association enrollment.

Generate Associate of Arts degree audits for graduation and advisors.

Receive graduation petitions and send to appropriate staff for evaluation. Receive money for graduation and prepare receipts for Business Office. Process orders for necessary supplies and diplomas for graduation, maintain graduation files and assist with scheduling and graduation exercises as assigned. Mail letters pertaining to graduation requirements to students. Responsible for compiling information and inputting data for the graduation program. Input graduation information for transcripts. Mail diplomas to students.

Process transcripts requests for proper payment and prepare receipts for Business Office; archive each transcript; enter into student information system. Assist in maintaining accurate transcript files for each term. Send student transcripts upon request or as required to appropriate agencies. Print and mail official transcripts for all Eastern Oregon Community College Consortium (EOCCC) students.

Schedule rooms on campus for college courses, Community and Continuing Ed. classes, staff meetings, and off campus organizations. Send out room charge billings and notifications of room changes as appropriate.

Notify campus of class changes/cancellations via schedule addendums. Generate class rolls as requested.

Transcribe, prepare and/or type correspondence and reports as required. Maintain area files and records.

Act as backup test proctor as needed.
TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.

QUALIFICATIONS
MANDATORY: Associate’s degree plus two years of clerical experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Requires word processing, spreadsheet, and typing skills; must be able to do data entry with a high degree of accuracy. Able to multi-task and work independently to meet goals and deadlines, and be detail oriented.

PHYSICAL DEMANDS
While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. Duties involve moving materials weighing up to 10 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, and other office machines.

WORKING CONDITIONS
Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, and background noise.

SUPERVISORY RESPONSIBILITY
None.

SUPERVISION RECEIVED
Works under the general supervision of the Registrar.

The above description covers the most significant duties performed but does not include other related occasional work.

Created 12/97; Updated 4/09; 11/10

I have read and understand this position description.

_________________________________________  ________________________________
Employee Signature                  Date