

Position Title: Assistant Registrar /Manager of Student Information Systems	Date Updated: October 2017
Reports to: University Registrar & Assistant Director of Enrollment Management	Department: Registrar
Direct Reports (if any):	FSLA Status: Full-time (40 hours per week)
Position Summary: This position is responsible for supporting the instructional mission of Arizona Christian University and the office of the Registrar.	
Prerequisite Qualifications:	
<p>A. Education:</p> <ul style="list-style-type: none"> • Baccalaureate Degree preferred <p>B. Experience:</p> <ul style="list-style-type: none"> • Minimum of two to five years' experience in admissions, registrar, academics, or related experience. • Goal oriented; ability to create good will with colleagues and the general public. • Commitment to the University's faith statement, mission, and purposes; and desire to be a role model for students through an active Christian faith. <p>C. Skills, Knowledge, and Abilities:</p> <ul style="list-style-type: none"> • Personable with ability to deal with visitors and colleagues in various circumstances with Christian grace. • Working knowledge of Microsoft Office software and e-mail; ability to use University specific software. • Must be an independent worker with good communication, organizational, and interpersonal skills. • Must be able to deal with a wide range of confidential material. 	
Duties, Tasks, and Responsibilities:	
<ul style="list-style-type: none"> • Process degree audits and certification of degrees for graduates. • Process manual grade change reports, change of major requests, course transfer forms and degree planner migrations. • Create and maintain statistical reports (InfoMaker) on behalf of the university. • Process on-line registrations with Knowledge Solutions. • Designate Math, English, and Science placement for new students after acceptance; enter into student's file. • Evaluate transfer credits for all new transfer students. • Track all students transferring with an Associate's Degree from a junior college. • Provide advising and assistance for 'stop outs' wishing to return to ACU. • Issue Arizona Department of Education Institutional Recommendations once degrees are posted. • Issue ACSI (Association of Christian Schools International) Educator Certificates once degrees are posted. • Serve as secondary certifying official for SEVIS and issue I-20s for international students as needed. • Support the processing of transcripts. • Serve as one of the primary facilitators for honors banquet and commencement. • Assist in creating and maintain the yearly academic calendars. • Perform other duties as requested by the University Registrar. 	
Working Conditions:	
Must be able to work typical work office hours if needed 8:00am-5:00pm with occasional evenings and weekends for events.	