



## Classification Description

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**Job Title:** Administrative Specialist,  
Office of the Registrar

**Pay Grade:** 106

**Job Code:** 4334

**FLSA Status:** Non-Exempt

### **Job Purpose**

This Administrative Specialist position provides key administrative support to the Office of the Registrar. This position requires long-range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames. This position is generally directed to perform primary functions of the Administrative Assistant level position, but is periodically assigned to more complex work involving independent planning, coordinating, and completing special assignments at the discretion of the College Registrar. This position requires strong organizational, communication, and multitasking skills to ensure smooth operation of the many and diverse tasks and projects within the Office of the Registrar.

### **General Responsibilities**

#### **Essential Functions**

Performs accurate and timely completion of both routine administrative department functions and assigned special projects.

Handles general office duties including filing, organizing, preparing reports, and managing and ordering office supplies.

Assists College Registrar in both routine and special department projects.

Analyzes and reviews the performance of administrative functions for the purpose of improving efficiency, maximizing resources and ensuring accuracy is in peak performance.

Monitors and maintains the accuracy and currency of the Office of the Registrar's budget, ensuring alignment with financial guidelines and under the supervision of the College Registrar.

Books departmental travel and reconciles the P-card for the College Registrar.

Serves as the point of contact for students, faculty, and staff regarding registrar-related matters; answers phone calls, emails, and in-person inquiries, providing information or directing questions to appropriate staff.

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Assists with the Office of the Registrar new staff onboarding functions, including submitting appropriate access tickets.

Coordinates the submission of non-exempt staff timesheets for the Office of the Registrar.

Provides guidance on policies and procedures related to academic records, graduation requirements, and registration to students' parents, and other staff and faculty members.

Under the discretion of the College Registrar, assists with commencement responsibilities (such as reader card distribution and responding to student emails).

Monitors and makes necessary adjustments and updates to duplicate student registrations as well as the corresponding Duplicate Enrollment reports.

Monitors and provides input for updates to the Office of the Registrar webpages.

Monitors and makes updates to the Office of the Registrar's chat knowledge base.

Assists registration staff with course cancellations and notifications.

Plans and assists with organizing and execution of college events and represents the Office of the Registrar at such events.

Assists in the preparation of the staff meeting agendas, minutes, and related documents, as well as room scheduling.

Prepares and disseminates routine departmental reports and special reports, as requested.

Plays a key role in file and document management by organizing and maintaining physical and electronic records, ensuring they are secure and accessible. Scans and uploads documents to the student information system and prescribed folders within the Office of the Registrar shared drive as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education.

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Three (3) years of full-time professional experience providing administrative support, preferably in an educational setting. An appropriate combination of education and experience may be substituted.

Proficiency with office software such as MS Office and email platforms.

Ability to work independently and manage multiple tasks simultaneously.

Strong communication, organizational, and problem-solving skills.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.

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- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 10, 2024.