



Classification Description

Job Title: Senior Administrative Specialist,
Office of the Registrar

Pay Grade: 108

Job Code: 4788

FLSA Status: Non-Exempt

Job Purpose

The Senior Administrative Specialist provides operational and strategic administrative support to the Registrar and the Office of the Registrar leadership team. This role contributes to the effective planning, coordination, and execution of department priorities by managing complex workflows, supporting long-range initiatives, and ensuring alignment across multiple projects and timelines. Operating with a high degree of autonomy, the position leads and coordinates special assignments, streamlines administrative processes, and facilitates communication and collaboration across the office and with campus partners. The Senior Administrative Specialist applies strong organizational, analytical, and project management skills to support decision-making, enhance efficiency, and ensure the seamless functioning of the Office of the Registrar.

General Responsibilities

Essential Functions

Provides high-level operational and administrative support to the Registrar and leadership team by coordinating complex workflows, managing priorities, and ensuring timely completion of special projects.

Leads and supports cross-functional administrative processes, balancing routine operational needs with independently managed assignments that require planning, coordination, and execution.

Evaluates administrative workflows and business processes to identify opportunities for improved efficiency and service quality; recommends and implements enhancements as appropriate.

Coordinates and monitors budget-related activities for the Office of the Registrar, maintaining accuracy, supporting fiscal planning, and ensuring alignment with institutional guidelines under the direction of the College Registrar.

Manages details and administrative requirements for the Registrar and the leadership team, including travel coordination, purchasing, and reconciliation of expenses, in accordance with College policies.

Serves as a primary liaison for students, faculty, and staff, providing guidance, resolving inquiries, and facilitating appropriate routing of complex Office of the Registrar-related matters.

Support onboarding of new Office of the Registrar staff by coordinating access, resources, and administrative setup in partnership with relevant campus departments.

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Oversees administrative coordination of non-exempt staff timesheets and related documentation to ensure accuracy and timely reporting for the Office of the Registrar.

Provides informed guidance on Office of the Registrar policies, procedures, and academic processes, including academic records, registration, and graduation requirements, to internal and external stakeholders.

Assists with coordination and support of major operational activities and events, including commencement and College-wide initiatives for the Office of the Registrar, ensuring effective planning, communication, and execution.

Monitors and supports data integrity and operational accuracy within Office of the Registrar processes, including enrollment activity and reporting in collaboration with appropriate staff members.

Contributes to the maintenance and continuous improvement of the Office of the Registrar communications and resources, including the department's webpage, knowledges bases, and informational materials.

Plans and assists with the organization and execution of College events and represents the Office of the Registrar at such events.

Assists in the planning and execution of departmental meetings, preparing agendas, minutes, and related documentation to support departmental effectiveness.

Prepares and disseminates routine and ad hoc departmental reports to support departmental decision-making and planning.

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 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.

Four (4) years of full-time professional experience providing administrative support, preferably in an educational setting, including a minimum of two (2) years as Administrative Specialist, Office of the Registrar. An appropriate combination of education and experience may be substituted.

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

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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 manuals 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, and 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: March 5, 2026.