

Staff Vacancy Announcement

Administrative Associate III (Registration Coordinator)

Department: Registrar

Position: Full-time, 12-month position

Wage: \$15.00 per hour plus complete benefit package

Union Affiliation: MFPE

Posting Date: August 2021

Description

The Registration Coordinator is responsible for all registration, grading, and athletic compliance services in the Registrar and Institutional Research Office. This position reports to the Registrar and provides oversight of all registrar office responsibilities related to registration, course scheduling and grading. Additionally this person serves as the primary registrar contact with the Athletic department to maintain NAIA and NIRA academic eligibility and certification for student athletes. The Registration Coordinator provides public trainings including support document development around registration and grading procedures for software programs that support the registration and course scheduling processes. During key seasons such as commencement and registration, this position may be required to work outside of normal office hours (including evenings and weekends).

The position is responsible for:

Registration

- Coordinating with the Registrar, Provost, and Division Chairs to develop the registration calendar and timeline for the academic year.
- Maintains Banner Course Catalog and Schedule in accordance with approved curriculum changes and policy/procedure updates.
- Sets up the registration procedures and guidelines for the campus each semester, including testing and implementing the web registration systems prior to the start of registration.
- Develops and updates as needed the class schedule for publication and student registration including but not limited to instructional/classroom space and reviewing the schedule for entry errors and other issues that may impact student enrollment issues.
- Serves as an expert resource for faculty and staff in the areas of class scheduling and student registration and enrollment.
- Registrar office primary point person for extension and outreach programing and registration.
- Coordinates with the Admissions Office to process readmit applications.

Grading

- Provides faculty and other staff pertinent information about and procedures for grades and class deadlines.
- Manages the process of updating academic records to post: grades, change of grades, incompletes, academic standing, and honors.
- Manages reports related to grading.

- Coordinates the process rolling the grades to official transcripts at the end of each semester.

Athletic Certification and Eligibility

- Serves as primary Registrar Office contact with the Athletic Department.
- Certification of NAIA and NIRA academic athletic eligibility.
- Collaborate with coaches to maintain NAIA and NIRA eligibility requirements.
- Provides academic data to the Athletic Departments as needed for various reports throughout the year.
- Keeps up to date on organization, state, and federal legislation that affect athletic eligibility.

General Office Services

- Provide outstanding customer services to students, faculty, administrators and the public for all office services and guidance. Assist, advice and counsel on academic policies in the catalogs, student handbooks, the web and other media.
- Follow governmental regulations and laws for student privacy and rights for FERPA, Title IX, American Disabilities Act and Rehabilitation Acts, Solomon Act, Montana State regulation and laws and any others that apply.
- Represents the Office of the Registrar on appropriate University committees.
- Update procedure and manuals.
- Maintains knowledge of Office of the Registrar operations and procedures in order to perform duties according to seasonal cycles.
- As needed, serve as a generalist in the Registrar's Office. This will include, but is not limited to, assisting students and staff with registrar related business transactions. In performance of these job duties, and at all times, be responsible for protecting all of the data, documents and records housed and maintained in the Office of the Registrar.

Required Qualifications

- Bachelor's degree or at least two years of related experience in higher education;
- Outstanding organizational, time management and analytical skills to work effectively with multiple target points and deadlines while paying careful attention to detail;
- Strong skills in the operation of personal computers and a variety of software programs including Microsoft Office (Word, Excel, Outlook) and the ability to learn new software;
- Ability to develop and maintain recordkeeping systems for various student record; Strong skills in administering complex record systems, including some experience with computerized information systems;
- Good communication, writing, public speaking, and presentation skills. Demonstrated ability to maintain consistent attention to detail;
- Ability to deal effectively with a wide variety of individuals within and outside of the University;
- Proficiency in computer software applications and thorough knowledge of database systems, applications, and functions. Ability to learn new software;
- Ability to read and interpret technical software manuals;
- Ability to lift at least 20 pounds;
- Discretion, personal integrity and superior ethics. This position deals extensively with confidential and sensitive information covered under federal FERPA guidelines.

Preferred Qualifications

- Familiarity with higher education organizational structures and academic policies.
- Knowledge of Ellucian Colleague preferred.
- Demonstrated ability to understand and communicate complex policies.

Application

To apply, please complete a State of Montana Job Application and a letter of application specifically addressing the qualifications and duties described above. Finalists for this position may be subject to a criminal background investigation. Also include the names, addresses, and phone numbers of three (3) professional references. Submit application materials to:

Patti Lake
Personnel Officer
Administration and Finance
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
patricia.lake@umwestern.edu

Questions regarding this position should be directed to Charity Walters via email @
charity.walters@umwestern.edu or by calling 406-683-7471.

Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.