



JOB DESCRIPTION

JOB TITLE: Assistant Registrar of Advising
REPORTS TO: Registrar
CLASSIFICATION: Part-time 28 hours/week

GENERAL STATEMENT OF DUTIES: The Assistant Registrar of Advising will contribute to the student success mission of the Registrar's Office by developing and managing the academic advising program and overseeing student service needs at Denver Seminary. With primary focus given to customer service of students, student walk-ins, registration assistance, and academic advising, this position is also responsible for student retention efforts and graduation procedures and events. The individual will work in the Registrar's Office under the direct supervision of the Registrar.

ESSENTIAL FUNCTIONS

- Provide the majority of academic advising for master's-level and doctoral students. Continuously monitor students' academic progress by updating and maintaining degree audits, documenting all advising communication, including any exceptions to published program requirements, advising in course selection, and tracking the adherence to the degree plan in order to assist the student in accomplishing their academic and vocational goals.
- Develop and maintain an intrusive advising calendar that will serve in our retention and communication to every student status.
- Gather and report data as it relates to student retention and retention efforts.
- Assist with keeping degree worksheets, course rotation information, schedules and other resource materials accurate, current and published. Keep the registrar webpage and student portal updated.
- Assist in the implementation, communication and enforcement of academic policies. Collaborate with other departments as needed.
- Collaborate with other departments to connect students with academic, mentoring and/or internship resources in order to help them achieve their academic goals.
- Actively monitor international student's academic progress, report registration to SEVIS and serve as an official DSO.
- Assist in managing the day-to-day operations of the Registrar's Office, including the supervision of the Registrar Services Specialist and Student Work Studies.
- Maintain student records and student information system with discretion and accuracy in accordance with internal policies and external regulation.
- Utilize technology to improve the quality of service to students and other constituencies.
- Assist in the review and evaluation of transfer and advanced standing credit.
- Support functions such as routine office tasks, running transcripts, creating/revising/copying forms, data entry, addressing student/faculty/staff inquiries.



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- Assist the Registrar with commencement and other graduation events.
- Manage the production of academic materials for the annual catalog, by soliciting and assembling changes, editing and proofing.

EDUCATION/TRAINING:

The successful candidate will have experience in higher education administration, customer service and/or project management. A Bachelor's degree with a minimum of 4 years of experience in higher education administration will be considered. Preference is given to applicants with an earned Master's degree. The individual must be able to work well individually and in team settings, and should possess an outgoing, dynamic and flexible character.

QUALIFICATIONS:

- Ideal candidate will be a self-starter, will work well independently and take initiative to serve and make improvements.
- Excellent communication and interpersonal skills. Written communication should be error-free, clear, catchy and simple for students to follow. Verbal communication skills should be adaptive and clear, meeting the student where they are in their academic journey.
- Demonstrated ability to take initiative, set priorities, meet deadlines, and follow through on details while handling a wide range of tasks simultaneously.
- Demonstrated experience with project management, including the ability to gather information, organize various components, and conclude major projects.
- Proficiency with PC, Microsoft Word, Excel required. Previous experience with a Student Information System is desired, with preference given to individuals with experience in Campus Management (Campus Vue or Campus Nexus). Ability to learn new technology quickly is a must.
- Ability to effectively recall and utilize a considerable amount of detail.
- Takes ownership of student concerns, builds loyal relationships with students, and personally assists the student or connects the student to the right person.
- Commitment to maintaining best practices in service, innovation, and efficiency.
- Commitment to a collaborative work environment.

OUTCOMES:

Accountability for the Assistant Registrar of Advising will be evidenced when registrar services are performed efficiently, effectively and with a servant's heart. The individual will become proficient in Campus Vue and provide the educational services area and the Seminary community as a whole with appropriate support. The individual will improve current retention rates and student satisfaction. The individual will grow personally, professionally, and spiritually as a member of the educational programs team. The Registrar's Office team and Denver Seminary at large will be edified with the presence of this staff member.



TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Office environment that requires working at a computer, typing, sitting, standing, and walking for long periods of time. Frequent bending, stooping, and stretching. Requires hand-eye coordination, manual dexterity, distinguishing letters and symbols, corrected vision and hearing within normal range, speaking and writing proficiently in the English language, working under occasionally stressful conditions. Requires use of office equipment such as computers, printers, telephones, copiers, calculators, and fax machines.

NOTICE TO APPLICANTS:

Please read this job description carefully and ask someone for help if you have difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.

Accommodations needed:

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.

Signature _____ **Date** _____