

WESTMONT COLLEGE

Assistant Registrar **Records Office**

Position Summary: Responsible for the accurate posting of all coursework towards a student's academic program. Also responsible for evaluating all transfer courses for credit, processing applications for degree, awarding degrees, preparing commencement documents, and issuing diplomas.

Qualifications: Requires Bachelor's degree, 2-3 years of experience in Student Records Office or related environment and excellent technical/computer skills. Also requires personal support for the Christian character and mission of the college and the ability to articulate the general educational philosophy of Westmont and distinctiveness of a Christian liberal arts education to others. Additional requirements include; experience utilizing integrated software, databases, MS Office Suite including spreadsheets and Access; ability to work well both independently and as a member of a team; and the ability to communicate effectively both verbally and in writing with the entire college community: faculty, staff, and students. Other requirements include the ability to: provide excellent customer service; function well under pressure and work effectively with students in what may be for them emotionally charged or stressful situations; work with a high degree of accuracy and attention to detail; and to organize and accomplish multiple tasks within deadlines.

Responsibilities:

- Work directly with students to process applications for degree and work through any graduation difficulties
- Award degrees as appropriate
- Determine graduation honors and major honors
- Support Commencement by: providing data to the Office of Public Events and the Provost's Office for the preparation of the Commencement Program and related documents; assisting the Registrar on Commencement Day to distribute diploma covers; awarding and posting degrees; and overseeing the production and timely mailing of diplomas
- Create articulation agreements for transfer courses and process course pre-approvals for General Education, major and minor courses
- Evaluate all incoming transfer courses
- Assist the Registrar in the training for faculty academic advisors
- Serve as a key resource to the Registrar in developing and implementing new office and computer procedures
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as needed.

Reports to: Registrar

7.19