

## Assistant Registrar

As the **Assistant Registrar**, you'll play a key role in shaping the student experience from enrollment to graduation. This position is perfect for someone who thrives on details, loves keeping things organized, and enjoys being at the center of student success. You'll work alongside a dedicated team in the Student Records Office to keep academic records accurate, processes efficient, and service student-centered.

### What You'll Do:

#### Records Management

- Process transcripts, enrollment verifications, and degree verifications within established service standards.
- Oversee records imaging, scanning, microfilming, and retention workflows to ensure compliance with FERPA and institutional records policies.
- Manage filing systems for student records, ensuring proper organization of both physical and digitized files.
- Maintain procedure manuals, correspondence templates, and office workflows to support consistency, compliance, and efficiency.
- Ensure accuracy, integrity, and security of all student academic records; provide technical and functional support in Colleague.
- Respond to student, staff, and faculty inquiries regarding records, policies, and procedures.
- Assist with policy and procedure development for the Student Records Office.
- Other duties as assigned.

#### Support to Registrar

- Manage registration operations, including term and part-of-term setup, add/drop activity, and attendance verification timelines.
- Maintain and update degree audit systems; enter approved substitutions and program changes to ensure accurate tracking of student progress.
- Evaluate and apply transfer credit using established equivalencies; escalate complex cases to the Registrar for review.
- Enter and revise course and curriculum information within Colleague to ensure accuracy of scheduling and catalog data.
- Coordinate graduation petition processing, diploma ordering, and related student communications; assist with commencement logistics.
- Produce and distribute standard reports, data pulls, and office communications as directed by the Registrar.
- Provide advanced frontline service by resolving escalated registration and student record issues in collaboration with the Registrar.
- Other duties as assigned.

#### Supervision

- Supervise, train, and evaluate student workers within the department.

- Provide technical guidance and oversee work quality of student employees.
- Resolve issues related to student academic records that arise from student worker processes.
- Other duties as assigned.

### What We're Looking For:

**Education:** Bachelor's degree in Business Administration, Higher Education Administration, or related field.

**Experience:** Prior experience in student records, registration, or higher ed administration preferred.

Experience with Datatel Colleague (or similar student information system) a plus.

Strong organizational skills, attention to detail, and a service-first mindset.

### Why You'll Love Working Here:

You'll be part of a mission-driven college community, making a tangible difference in students' academic journeys every day.

We offer a competitive salary, excellent benefits, opportunities for professional growth, that includes:

- Competitive pay
- Medical, dental, and vision insurance with low deductibles
- Employer contributions to retirement (14% for SERS, 10.15% for ARP)
- College-paid life and long-term disability insurance
- Generous time off:
  - 80 hours vacation to start (to a max of 160 hours)
  - 120 hours of sick time/year
  - 16 hours of personal time/year
  - 12 holidays + 2 additional College-paid days/year
- Free tuition at NCSC for employees, spouses, and dependents
- Tuition reimbursement for education outside NCSC
- And more!

### Application Review Begins: October 20, 2025

Position open until filled

(Posted October 6, 2025)

### Ready to Join Us?

Submit your resume and cover letter at:

👉 [www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)

Or send to:

**North Central State College**

Attn: Human Resources

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Mansfield, OH 44906