

Part-Time Administrative Assistant Registrar's Office

Monday - Thursday, 8 AM – 3:45 PM
(some flexibility available e.g. 8:30 AM – 4:15 PM)

The part-time administrative assistant serves as the primary front-line contact for the shared Registrar and Financial Aid office suite, providing customer service and support in a fast-paced office environment. This position supports both functional areas while maintaining primary responsibility for Registrar-related processes, including registration, student records, etc.

What You'll Do: Key Responsibilities (including but not limited to):

Student & Front Desk Support

- Serve as the primary front-line contact for the shared Registrar and Financial Aid office suite, assisting students, parents, faculty, and visitors in person, by phone, and via email
- Provide accurate, timely information regarding registration, records, and general financial aid processes, including deadlines, required documentation, and next steps
- Triage inquiries by determining needs and directing individuals to appropriate staff when more specialized assistance is required
- Assist students with completing and submitting forms related to registration, add/drop, withdrawals, transcripts, and enrollment services
- Review submitted forms for completeness and accuracy; follow up with students regarding missing or incorrect information
- Support students in navigating self-service systems (e.g., registration portals, student accounts)
- Maintain a professional, welcoming, and service-oriented front office environment, particularly during high-traffic periods such as registration and the start of term
- Other duties as assigned

Clerical & Records Support

- Process student records and financial aid transactions in the College's student information system, including data entry, updates, and verification of information
- Assist with transcript requests, enrollment verifications, and records-related documentation, as well as assisting with financial aid audit file preparation, in accordance with established procedures
- Maintain and update student files (electronic and/or paper), ensuring accuracy, organization, and compliance with all federal and state confidentiality requirements
- Generate standard correspondence, reports, and documents related to financial aid and records

- Process incoming and outgoing mail, including time-sensitive student documents
- Scan, index, and archive documents in appropriate systems
- Assist with tracking and maintaining documentation related to student eligibility, residency, and academic records
- Identify and report discrepancies or issues in student records to appropriate staff
- Other duties as assigned

Administrative Support

- Provide administrative support to the Registrar and Financial Aid staff, including assistance with projects, reporting, and workflow coordination
- Assist with preparation for key academic cycles, including registration periods, census dates, and end-of-term processing
- Support the implementation of process improvements and updates to office procedures
- Coordinate with other departments (e.g., Admissions, Advising, Business Office) to ensure accurate and timely information flow
- Take meeting notes and assist with internal communications as needed
- Other duties as assigned

What We're Looking For:

Education: High school diploma/GED; Associate degree preferred.

Experience: One year of responsible work experience performing a wide range of administrative and clerical support using modern computer software. Experience with MS Office suite required.

Why You'll Love Working Here:

We believe our employees are our greatest asset. That's why we offer:

- State retirement system/School Employees Retirement System
- Earned time off

Application Review Begins: April 29, 2026

Position open until filled
(Posted April 15, 2026)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College

Attn: Human Resources
2441 Kenwood Circle
Mansfield, OH 4490