To apply, submit an employment application (click here for application), resume, and letter of interest to: Registrar  
5301 S Highway 16  
Rapid City, SD 57701

ASSISTANT TO THE REGISTRAR  
Position Description

Summary  
The Assistant to the Registrar greets and serves potential students, faculty, staff and other customers in a positive, friendly, customer-service oriented and efficient manner. This position provides general support to the Office of the Registrar including record maintenance, office management, document processing, coordination/review of admissions applications for self-certification, validation of high school, enrollment verification, transcript processing, handling subpoenas, and entering information into the campus database in timely manner in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications  
The Assistant to the Registrar must satisfy the following minimum qualifications:
1. High school diploma or GED equivalent required; post-secondary business diploma or Associates degree in related field preferred; and
2. One to two years previous administrative or customer service experience in educational environment preferred.

Skills and Attributes  
The Assistant to the Registrar must possess the following skills and attributes: excellent communication and telephone answering/coordination skills; multi-tasking; excellent computer skills (Windows environment to include MS Word, Excel and Outlook); excellent organizational and general clerical skills; good spelling and grammar.

Essential Functions  
The Assistant to the Registrar performs the following essential functions:
1. Maintains official student records held in the Registrar’s Office.
2. Maintains filing systems.
3. Completes enrollment verifications request.
4. Processes all transcripts requests.
5. Assists students and others who contact or visit the Registrar’s Office.
6. Assists with the registration process, including add/drop and withdrawal procedures.
8. Orders/prepares diplomas for graduation and assists with graduation.
9. Distributes all mailings from the Registrar’s Office.
10. Processes transient forms as needed.
11. Manages and routes all incoming telephone calls to the university. Tracks all lead inquiries as defined by the campus or regional director of admissions. Follows designated phone script as defined by campus executive officer.
12. Assists, monitors, and inputs attendance into CampusVue database.
13. Maintains university integrity of student files and updates records as directed by the Registrar.
14. Prepares student files for storage (ImageNow), and maintains the data storage process.
15. Assists with University Programs and monitors input processing.
16. Performs other duties as assigned.

**Required Work Hours**
Works forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

**Reporting and Supervisory Responsibilities**
1. The Assistant to the Registrar reports to the Registrar.
2. This position has no supervisory responsibilities.

**Physical Requirements**
The Assistant to the Registrar must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.

**Classification**
1. FLSA: Non-exempt
2. IPEDS: Office and Administrative Support

*Note:* This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of Assistant to the Registrar.

______________________________  ________________________
Signature                                      Date

______________________________
Print Name