RECORDS/SYSTEMS ASSISTANT & COMMENCEMENT COORDINATOR
REGISTRAR’S OFFICE
FULL-TIME
HIRING RANGE: $16.77 TO $17.76 PER HOUR

FUNCTION:
Reporting to the Registrar, will coordinate commencement activities and assist with reporting for the registrar’s office, provide backup support for Courseleaf and Infosilem, provide support for VA services as needed, will assist the Records Manager with hiring and training of student workers, provide administrative support services to students, staff and the external community with primary emphasis on the administration of customer services – including transcript and diploma production, processing of registration changes – in a highly-visible, fast-paced student-oriented environment.

RESPONSIBILITIES:
1. Coordinate commencement activities for the Registrar’s office
   a. Lead the Commencement Committee in planning the undergraduate and graduate ceremonies.
   b. Develop and disseminate to graduates all pertinent information from the Registrar’s office regarding commencement.
   c. Oversee the development and production of the commencement program with publications.
   d. Coordinate cap and gown ordering, video service, and photography with external vendors.
   e. Coordinate audio, custodial, facilities and equipment usage with internal vendors.
2. Colleague reporting
   a. Shares responsibility (10%) with the Associate and Assistant registrar’s for providing Colleague reports for the campus community.
3. Provide backup support for Courseleaf and Infosilem
   a. Provide support for Courseleaf functionality in absence of Assistant Registrar.
   b. Provide support for Infosilem functionality in absence of Associate Registrar.
4. Provide backup support for VA services
   a. Process VA certifications and answer question related to VA benefits in the absence of the Assistant Registrar.
3. Hire and train student workers in conjunction with the Records Manager.
   a. Assist with hiring and scheduling student employees.
   b. Assist with training of student employees on office procedures and polices (FERPA).
   c. Assist with training of student employees on scanner and imaging software for the imaging of student records.
   d. Assist student workers with the scanning project and ensure quality reproductions.
4. Coordinate and process the release of transcripts and diplomas.
   a. Receive and review transcript requests ensuring that FERPA guidelines are followed.
   b. Administer the accurate production and mailing of transcripts.
   c. Ensure the accurate production of diplomas which now include student’s majors which is new is 2013.
   d. Verify release of transcripts and diplomas with Academic Progress Evaluator and Business Office.
   e. Maintain accurate records of transcripts issued.
5. Oversee registration activities
   a. Process drop/adds, audits, P/NC and withdrawals while advising students of any penalties
   b. Direct students on procedures for petitions
   c. Set appointments for registrar’s office staff when necessary for students.
6. Provide information and customer support to all students, faculty, staff and the external community.
   a. Respond to inquiries from students, faculty, staff and the external community regarding policies and
      processes.
   b. Direct Registrar’s Office customer service area.
   c. Direct distribution of Registrar’s Office mail.
7. Assist the Records Manager
   a. Perform duties of Records Manager in their absence
   b. Attend campus committee meetings as requested
   c. Assist the Records Manager in reviewing and recommending policy and procedure changes.
8. Manage all purchasing for the Registrar’s Office/Manage affected budgets in conjunction with the registrar
   a. Transcript paper (ensure changes are made as needed)
   b. Diploma paper (ensure changes are made as needed)
   c. All office supplies – monitor budget and adjust ordering as needed.
9. Coordinate with Business Office the expenses and revenue for e-transcripts.
10. Attend conferences such as PACRAO and PROW and requested.
11. Other duties as assigned by the Registrar.

**QUALIFICATIONS, SKILLS AND ABILITIES:**
- Bachelor’s degree and one year of related work experience or an equivalent combination of education and
  experience in lieu of degree may be considered.
- Event planning preferred, but not required.
- Demonstrated effective oral and written communication skills.
- Interpersonal and organizational skills.
- Experience/proficiency in using Excel and databases desired.
- Ability to work with confidential information.
- Ability to work as a part of a team.
- A personal commitment to the Christian faith.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications
  across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or
  religious perspectives.
- An active commitment to equal opportunity.
- A commitment to the educational mission of Whitworth University as a Christian liberal arts university
  affiliated with the Presbyterian church.
- Background check required.

**APPLICATION PROCESS:**
The following documents are required to complete the online application form:
1) A letter of interest that relates your education and experience to the qualifications of the position and includes a
   note confirming your interest in this position at our posted hiring range.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious
nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age,
sex, or disability. With our commitment to building a diverse community, the university encourages applications
from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and
persons with disabilities.