

## **REGISTRATION SPECIALIST – CHANUTE**

Reports to: Registrar  
Classification: Full-time, 12-month Employee  
Pay Status: Hourly, Non-exempt, Level III  
Fringe Benefits per Board Policy  
Salary: \$11.50 – \$12.00  
Revised: January 2019

**Purpose of position:** This position is a member of the registration team who reports to the Registrar. This position is responsible for assisting with all registration and records functions.

### **Essential Functions**

1. Provide premier quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Assist students with initial enrollment, adding, dropping, and withdrawal from courses
4. Enter enrollment forms into the student information system.
5. Communicate in person, by telephone, or email with students or prospective students to explain or assist them in enrollment and registration procedures and notify students of outstanding materials as necessary.
6. Review student records for completeness, accuracy and compliance to state and federal standards.
7. Receive transcripts and enter accepted credits into the student information system.
8. Assist the Registrar with the preparation of state, federal and other enrollment reports.
9. Assist with planning enrollment functions.
10. Process course changes and additions and notify faculty & staff of these changes during peak enrollment periods.
11. Oversee the collection of intent to graduate forms from prospective graduates; assist with graduation planning; order diplomas and certificates for graduates/certificate earners.
12. Process Personal Information Updates for use by Registrar's Office.
13. Perform other miscellaneous duties as assigned by the Registrar.

### **Required Knowledge and Abilities**

1. Excellent interpersonal skills.
2. Excellent organizational skills.
3. Strong computer skills.
4. Effective oral and written communication skills.

### **Education and Experience**

- Associate's degree in related field preferred; AND 2 years of work experience required, preferably in area of responsibilities of position; OR
- High School diploma or GED required plus 5 years of work experience in area of responsibilities required

### **Working Conditions**

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.

**Application:**

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Registration Specialist, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). Employment application available at [www.neosho.edu/careers](http://www.neosho.edu/careers).

Review of applications begins upon receipt.

**NCCC is an EOE/AA employer**

**Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>