

REGISTRATION SPECIALIST – OTTAWA

Reports to: Registrar
Classification: Full-time, 12-month Employee
Pay Status: Hourly, Non-exempt, Level III
Fringe Benefits per Board Policy
Starting Salary Range: \$15.25 – \$15.75
Revised: June 2024

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 and code 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 and staff of these changes during peak enrollment periods.
11. Process Personal Information Updates for use by Registrar's Office.
12. Process and distribute official transcripts ordered by students.
13. Process administrative withdrawal letters to students.
14. In coordination with the Registrar, respond to requests from the Dean of Online campus or Director of Ottawa.
15. Order all instructional and office supplies for the Ottawa campus. Track and record each department for supplies used; monitor supplies inventory and reorder as needed.
16. Submit requisitions for Ottawa office supplies and occasional general Ottawa campus expenditures.
17. 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 phone numbers of five references unofficial transcripts, and employment application to: Human Resources Director, Registration Specialist - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at 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>