



CALIFORNIA NORTHSTATE UNIVERSITY

POSITION TITLE: Administrative Assistant to the Registrar

REPORTS TO: Registrar

WORK SCHEDULE: 1.0 FTE, full-time, non-exempt

CLOSING DATE: Open until filled

PRIMARY FUNCTION: The Administrative Assistant provides administrative support to the Office of the Registrar by assisting in general front office duties including record keeping, document tracking as well as providing assistance for peak enrollment period and graduation.

ESSENTIAL FUNCTIONS:

- Assist the Registrar in maintaining all records procedures for full compliance with State, Federal, and college policies and procedures.
- Efficiently and accurately process documentation.
- Scan and place documents in appropriate Registrar's folders and/or document tracking in Student Management System (CAMS) for all forms processed by the Office of the Registrar, ie Change of Address, Grade Change, Retesting Forms, Release of Records, Emergency Contact, and etc.
- Manage log of all enrollment verifications and verification requests.
- Provide administrative support for general office duties; filing, scanning, faxing, mailing and copying.
- Provide administrative support in the areas of preparation for registration.
- Collaborate with Registrar and Associate Registrar for graduation with logging and tracking of Petition to Graduate and Graduation Clearance forms.
- Assist with United Healthcare student list.
- Assist with FERPA Training.
- Manage log of FERPA training forms for faculty and staff.
- Respond to over the phone degree/education verifications.
- Respond to general faculty, staff, and student inquiries.
- Provide general front line office support.
- Maintains day to day function of the office when Registrar and Associate Registrar are engaged in projects pertinent to California Northstate University.
- Other duties as assigned to maintain daily operation of the Registrar's Office.

EDUCATION:	Required:	Associate's degree Knowledge of electronic records management, computer experience working with Microsoft Word and Excel; customer service experience. Experience working in a college or university office and familiarity with student management systems.
EXPERIENCE:	Required:	

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of various computer software including the ability to learn new programs.
- Familiarity of transfer credit procedures and policies.
- Knowledge of FERPA guidelines.
- Experience working with student information management systems.
- Previous work experience in higher education.
- Must be able to work in a multi-tasked high volume environment.
- Accuracy and attention to detail.
- Ability to interact effectively with students and the public.
- Commitment to professional integrity, including knowledge of and commitment to upholding federal confidentiality guidelines regarding confidentiality of student academic information.

SUPERVISORY RESPONSIBILITIES: Administrative Assistant reports to the Registrar

CONTACTS: Students, parents, alumni, faculty and staff.

PHYSICAL DEMANDS: Work at computer for extended periods of time.

WORKING ENVIRONMENT: Office environment. Work hours: Monday – Friday, (40 hours work week) with varied lunch hours.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Health Sciences University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until position is filled. California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** hr@cnsu.edu and/or **telephone:** (916) 686-7400.