



Associate Registrar

Job Description

DIVISION/DEPARTMENT: Enrollment Management/
Registration and Records

DATE TO BE FILLED: Immediately

SALARY: Commensurate with Experience

SUMMARY

The Associate Registrar works under general supervision and is responsible for typing and providing administrative and clerical support to supervisory and professional staff. The Administrative Specialist reports directly to the Registrar.

QUALIFICATIONS

Formal education is equivalent to a high school diploma, associate degree is preferred. At least one year's experience in an educational setting is preferred. Working knowledge of Microsoft applications programs, including Outlook, Word, and Excel. Knowledge of a student information system is preferred. Accurate and timely data entry is essential, and one must have the ability to multi-task.

RESPONSIBILITIES

- Provide customer service by greeting and directing visitors, screening calls, responding to routine questions regarding policy and procedures, providing instructions on the completion of forms, and making referrals to other sources of information.
- Responsible for typing and editing forms and documents including, but not limited to letters, memoranda, reports, and Registrar's Office forms.
- Responsible for processing transcript requests in a timely manner.
- Responsible for maintaining the inventory of departmental documents and ensuring information is updated.
- Assists with data entry and update of enrollment period in the student information system.
- Responsible for entering and maintenance of student transfer coursework.
- Responsible for entering and maintenance of non-credit course and student records.
- Assists in the maintenance of student records, processing of non-credit grades, issuance of college transcripts, and processing outgoing mail.
- Provides relevant student data for reporting purposes to appropriate college personnel for state and federal agencies.
- Assists with the Commencement Ceremony.
- Enter student documents and data into our student information system, with accuracy, to ensure the integrity of student academic records.
- Provide back-up support for scanning and indexing documents into our imaging software as needed.
- Verifying documents that have been scanned and indexed with accuracy.
- Respond to internal and external requests in a timely and professional manner.
- Ability to assist during evening hours as needed.
- Performs other duties as assigned or required.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff and students are comprised of diverse, social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill", the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(Please put the job title in the subject line; you may attach your materials as Word or PDF documents).

Mrs. Angela Williams, Associate VP for Human Resources
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:
Open Until Filled

Posting Date:
1/2025