



## Registrar's Office Assistant

Department: Office of the Registrar

Reports To: The University Registrar/Assistant Registrar

Position Summary: Reporting to the University Registrar and the Assistant Registrar, the Registrar's Office Assistant works in concert with the Registrar's office staff to provide support for all assigned activities related to student records and registration.

Responsibilities:

1. Facilitates the processing of requested transcripts by students and alumni to be sent to outside parties;
2. Accept and record payments for diploma re-order requests to keep accurate financial records;
3. Under the direction of the Assistant Registrar, plan, organize and execute Fall and Spring Senior Checkout events, in collaboration with other departments;
4. Under the direction of the Assistant Registrar, plan, organize and execute Winter and Spring Commencement Convocations, in collaboration with other departments;
5. Certify graduate certificate completion in collaboration with various graduate schools to be verified by the Assistant Registrar;
6. Assist in responding to Registrar/Record inbox emails;
7. Assist in section creation and instructor section assignments as needed;
8. Create and register students for Independent Studies;
9. Assist with communication of Academic Review each term;
10. Other duties as assigned.

Essential Qualifications:

- Bachelor's degree required.
- Detailed with strong organizational skills and numerical aptitude.
- Strong customer service orientation.
- Ability to coordinate overlapping tasks and handle periods of pressure and stress
- Ability to communicate effectively with students, administrators, faculty, staff members, and outside constituencies.
- Computer skills in Microsoft Excel, Outlook, and databases needed. Advanced Excel, MS Forms, Outlook mail merge skills preferred.

- Ability to maintain confidentiality.
- Personal commitment to North Park's mission of Christian higher education.
- Ability to traverse stairs; ability to carry boxes.

**Highlighted Benefits:**

- Medical, dental, and vision benefits.
- Paid time off, sick time, holidays, historically closing the week between Christmas and New Year's Day.
- Eligibility for hybrid work schedule is dependent upon position
- Matching retirement plan up to 10%, based on service years
- Tuition benefits for employees and dependents
- Access to Helwig Recreational Center
- Commuter benefits offered
- On-campus dining with reduced faculty and staff price, during academic year

**COVID 19 considerations:** Vaccines are not required for employees. We are a mask friendly and mask optional environment.

**Diversity Statement:** Founded in 1891, North Park University is a Christian university affiliated with the Evangelical Covenant Church of over 3,200 students from around the country and world. Located for over 125 years on the land of the Miami and Potawatomi tribes in what is today Chicago's northside, NPU has recently been designated a Hispanic Serving Institution and is committed to serving diverse populations. Elevating North Park University's core distinctives of Christian, city-centered, and intercultural, NPU values diversity among its faculty and is committed to building a racially and culturally diverse intellectual community, and strongly encourages the nomination and candidacies of persons who are Black, Indigenous, People of Color regardless of gender.

**Required Background Check:** Employment at North Park University is contingent on passing a background check. Only final candidates

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*