

**ANCILLA COLLEGE  
POSITION DESCRIPTION**

POSITION: ASSISTANT TO THE DIVISION CHAIRS AND REGISTRATION SPECIALIST

STATUS: Full-Time, Exempt, 12 month position

SALARY RANGE: Dependent upon experience and degree

REPORTS TO: Dean of Academic and Student Services / Registrar

SUPERVISES: None

PRIMARY PURPOSE: Perform secretarial services for Division Chairs; Assist the Dean's Office as needed; Serve as primary contact for students in the Registrar's office; Assist in maintaining academic records, registering students; Assist students & advisors in registration process

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*Secretary to Division Chairs:*

1. Provide secretarial support for Division Chairs
2. Type tests, study guides, syllabi, and other classroom materials
3. Take minutes for Division Meetings as required; provide copies to the Dean's Office
4. Ensure that copies of all minutes are distributed to all division faculty
5. Create and maintain Outlook calendar
6. Assist in administrative functions such as registration, textbook rental, placement testing, scheduling, and student record maintenance
7. Provide administrative support for the Director of Institutional Research and Assessment
8. Data entry for surveys
9. Generate graphs and reports from the data entry using SPSS
10. Work as liaison between academic divisions and Dean's office to coordinate flow of information/reports
11. Process faculty book orders
12. Prepare, tabulate, and type comments for course evaluations each academic term
13. Assist Dean's Office with honors and graduation reports and activities as needed
14. Assist with other duties as assigned by the Dean or the Registrar

*Registrar's Office*

1. Provide quality customer service
2. Counter and phone contact with students, faculty, & staff
3. Assist with all aspects of registration, add, drop, & withdrawal
4. Assist students & faculty with Web functionality
5. Assist in grade processing
6. Assist in maintaining integrity of data
7. Issue transcripts
8. Maintain archive databases (Transcript, St. Anne's, St. Joseph's, Ancilla Archive, etc)
9. Direct students, faculty, & staff to the appropriate department for assistance
10. Knowledge of federal & internal regulations (FERPA)
11. Knowledge of college activities & programs of the college
12. Maintain physical files and forms
13. Assist in maintaining internal forms

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- 14. Work with Moodle LMS – enrollment of students and password assistance
- 15. Other duties as assigned by Registrar or Associate Registrar.

**RELATED JOB FUNCTIONS**

- 1. Proficient computer skills (Microsoft Word, Excel, Access, Power Point)
- 2. High degree of confidentiality
- 3. Detail oriented & well organized

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential function of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- 1. Ability to communicate effectively in English, both orally (in one-on-one and group settings) and in writing which includes the ability to restate at various language levels, to simplify, and to use demonstrations which reframe the previous knowledge and concrete experience.
- 2. Strong customer service skills
- 3. Flexibility, ability to multitask
- 4. High degree of confidentiality
- 5. Mature judgment

**OTHER ERGONOMIC REQUIREMENTS**

Position may require the employee to lift up to 35 pounds unassisted, stand for several hours at a time during work shift, stooping, crouching and bending, and other similar functions while performing essential and marginal job functions. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above.

**QUALIFICATION STANDARDS**

**REQUIRED:**

Education: Associate degree or higher

Experience: 2 – 4 years office experience; work experience in a college environment preferred.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date