



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Associate Registrar

Job Class: Administrative

Department: Academic Affairs

Reports to: Registrar

FLSA Status: Full-time/Exempt/12-months per year

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

BENEFITS at Otterbein include tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Responsible for managing administrative aspects of Banner student information system and providing oversight for the daily operations of the Office of the Registrar, by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages significant cyclical administrative functions of the Banner student information system such as student registration and grading, as well as providing support for the upgrade and usage of other solutions utilized daily by the Office of the Registrar, including: Banner Document Management, Argos, RoboRegistrar and TranscriptsPlus, ImageSilo, Acalog, Degree Works.

Acts as Registrar in Registrar's absence, or when Registrar is unavailable.

Develops processes and enforces university policies related to grade processing, roster verifications, curriculum, and registration, and identifies areas for improvement where necessary.

Assists Registrar with building the master schedule of classes including pre-requisites, classroom allocation, and various aspects of the Banner Faculty Load and Compensation module.

Primary office contact and trouble-shooter for faculty and staff regarding Banner student information system. Delivers training to the campus community (students, faculty, and staff) on use of systems in conjunction with various coordinated campus events. Develops training materials and documentation for both internal office staff and the campus as a whole.

Serves on various campus committees as needed and as appointed.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: as directed

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from an accredited college or university required. Recent similar experience in registrar's office preferred, or experience in higher education student services desired.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must possess strong interpersonal and communication skills including competency in verbal and written English grammar.

MATHEMATICAL SKILLS: Must be competent in general math.

TECHNICAL SKILLS: Must take pride in and be thorough in quality of work produced; must be able to use general office equipment including office PC with proficiency in a Windows-based environment (Word, Excel and Access preferred), copier, telephone, facsimile machine, etc. Experience with Banner student information system preferred. Must be exceptionally well-organized, able to multi-task efficiently, and think and act independently.

REASONING ABILITY: Must possess excellent attention to details; must be self-motivated and a team player and interact collegially with students, faculty, parents, staff and administrators; must be able to exercise sound judgment in unusual/new situations. Must maintain confidentiality.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to spend prolonged periods of time working on an office PC; able to reach, lift to 20 pounds, travel throughout the office to use other office equipment; must be able to hear and make self heard by co-workers and other constituencies; must be able to see to process work that the position is responsible for completing; must be

able to work under deadlines with constant interruptions. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs, Title IX Coordinator
614.823.1130