



**Position Title:** Assistant Registrar for Registration and Associated Services

**Reports to:** Registrar

**Appointment:** 12 Month, hourly part-time (27-29 hours/week)

**POSITION SUMMARY:**

The Assistant Registrar position supports the academic program of Toccoa Falls College by providing an efficient system of registration for students, of graduation, and of academic records' preservation, management, retrieval, and reporting. The meeting of associated goals will be achieved in a positive and helpful manner of daily assistance to students, faculty, administration, and the general public.

**TASKS:**

Manage file preparation, registration, and scheduling of all new students, including entry of Dual Enrollment student files expeditiously in student database; maintain timely communication with Admissions Counselors and Dual Enrollment Coordinators to insure consistent flow of service; process all course and college withdrawals in coordination with the Associate Registrar; oversee student and alumni transcript request processes, including TFC transcripts for all partner school Dual Enrolled students in a timely manner each semester and summer; manage the file closeout process for all graduates and non-returning students; manage student assistants in the oversight of certain above responsibilities; assist the Assistant Registrar for Transfer Evaluation with transfer credit entry in the system, including HOPE transcript entry; work with the Registrar to organize the scanning and digital archiving of all past TFC student files and oversee transfer process of hard copy files to a secure location; ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA); provide general assistance to full-time Registrar's Office staff.

**SKILLS and ABILITIES:**

The candidate must exhibit professional and personal conduct that is spiritually mature and morally constructive, and be supportive of the mission, vision, and values of the college, including signed agreement with the college statement of faith. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; interpret and apply these guidelines correctly in various situations; knowledge of general office procedures and office filing systems; strong basic computer software (MS Office) skills; knowledge of the Family Educational Rights and Privacy Act (FERPA); effective telephone, email and counter communication skills; ability to establish and maintain positive working relationships with other employees; ability to handle confidential material judiciously; superior organizational, multitasking, and problem resolution skills; ability to interact and communicate effectively as a member of a team and to work collaboratively with other departments and with a variety of people, including students, alumni, employees, faculty, and the general public; ability to work without close supervision and to set priorities and work schedule.

**EXPERIENCE AND EDUCATION:**

Minimum Bachelor's degree with evidence of professional development. Experience in a Registrar's Office is preferred.

**PHYSICAL REQUIREMENTS:**

Must be able to climb steps, lift files and boxes weighing up to 25 pounds; occasional touring of classrooms.

**APPLICATION PROCESS:**

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at [mritchey@tfc.edu](mailto:mritchey@tfc.edu). Review of applications will begin immediately with a target hire date of April 3 or before. The position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. All application materials must be submitted for a candidate to be considered.

*Office of Human Resources*