Assistant Registrar/Academic Support Specialist

Job Summary:
Under the direction of the Registrar/Director, Academic Coaching, manage student, alumni, and faculty files. Work closely with MTSA’s IT Department and CAMS representatives. Serve as CAMS Academic Lead with data from student enrollment, course information, and grades and provide enrollment information to the National Student Clearinghouse.

Qualifications:
• Bachelor’s degree preferred
• A minimum of two (2) years of higher education experience preferred
• Demonstrate technology skills, including knowledge of Microsoft Office Suite (CAMS experience a plus)
• Strong organizational skills and the ability to manage multiple tasks and timelines
• Interpersonal skills and the ability to communicate effectively and professionally, both orally and in writing

Responsibilities:
• Maintain MTSA’s student information system (CAMS), including student and alumni records, master course list, course registration, transcripts, etc.
• Responsible for the timely, accurate, and compliant reporting of enrollment statuses to the National Student Clearinghouse.
• Respond to requests for verifications and transcripts in a timely manner
• Assist with academic schedules and calendars
• Assist with processing of student information prior to graduation
• Maintain student, alumni, and faculty electronic files
• Maintain and update syllabi archives and learning objective records
• Prepare reports for internal and external audiences
• Track employment of new graduates
• Assist with graduation preparation and ceremony activities
• Assist with other school events (Faculty Development Day, Interviews, Family Day, etc.)
• Other duties as assigned
• Participate in service projects

Reporting:
Reports to the Registrar/Director, Academic Coaching

Committee Involvement:
• MTSA Staff Committee member

Terms of Employment:
• Full-time employment by MTSA

Submit Resume to:
Jessica Creason,
Registrar/Director, Academic Coaching
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