



MIDDLE TENNESSEE SCHOOL OF ANESTHESIA

ACADEMIC SUPPORT SPECIALIST

JOB SUMMARY

Under the direction of the Registrar and Director, Academic Coaching, the Academic Support Specialist performs tasks to support the Registrar's Office, including data entry, maintenance of student records, and preparing reports as needed.

ESSENTIAL QUALIFICATIONS

- High school diploma required.
- Higher education experience preferred.
- Demonstrate technology skills, including knowledge of Microsoft Office Suite, especially Excel.
- Strong organizational skills, with the ability to manage multiple tasks and timelines.
- Interpersonal skills, with the ability to communicate effectively and professionally, both orally and writing.

RESPONSIBILITIES

- Collect, maintain, and report student records in accordance with FERPA (Family Educational Rights and Privacy Act) guidelines.
- Assist with academic schedules and calendars.
- Responsible for the timely, accurate, and compliant reporting of enrollment and graduation data to the National Student Clearinghouse.
- Act as administrator of the catalog management software, which includes but is not limited to providing training, technical assistance, and quality assurance to staff and faculty regarding catalog management software.
- Update and maintain syllabi archives, course descriptions, and learning objective records.
- Work with instructors to develop textbook lists each semester and disseminate them to students in a timely manner.
- Prepare and maintain selected institutional records.
- Register students for National Certification Exam and Self-Evaluation Examination.
- Monitor National Certification Examination and Self-Evaluation Examination scores and prepare reports with score information as needed.
- Prepare additional reports for internal and external audiences as requested.
- Assist with processing student information prior to graduation.
- Assist with graduation preparation and ceremony activities.
- Track employment of new graduates.
- Perform other duties and responsibilities as assigned.
- Participate in service projects.

REPORTING

Reports to the Registrar/Director, Academic Coaching.

COMMITTEE INVOLVEMENT

MTSA Staff Committee Member

ATTENDANCE

Expected to be available and on campus during normal business hours of Middle Tennessee School of Anesthesia, Monday through Thursday, 8:00 am to 6:00 pm CST.

WORKING CONDITIONS

Conditions are generally those of a typical office environment, requiring frequent oral communication with students and colleagues, the ability to enter data and written communications in electronic format in a timely manner, and sufficient mobility to be present.

CONTACT

Please submit your resume to the Human Resources department at HR@mtsa.edu.

Middle Tennessee School of Anesthesia is an equal opportunity employer. It is our pledge to treat all applicants fairly and equitably in the recruitment and selection process. We endeavor to be a service-minded organization and respond to the needs of our applicants.