

POSITION VACANCY

Registration Operations Specialist (Part-time)

Westminster College seeks student-oriented candidates for a Registration Operations Specialist. Successful candidates will be prepared to provide services related to student enrollment and registration and to support the daily operations of the Registrar's Office. This part-time position reports to the Registrar.

Excellent candidates for the position will:

1. Have earned an Associate degree or higher. Experience working at a postsecondary institution, especially in a registrar's office, is desirable.
2. Provide superior front-line customer service in the office, on the telephone, and online, while protecting the privacy of student academic information.
3. Ensure timely, accurate, and secure entry and management of student data.
4. Possess strong organizational skills.
5. Demonstrate a collaborative approach to completing tasks that involve strong communication among College offices. The Registration Operations Specialist routinely interacts with faculty, students, alumni, and colleagues across campus.
6. Demonstrate competency in Microsoft Office applications, particularly Excel, Word, and Outlook. Experience with Jenzabar is desirable.
7. Remain current in regulations and industry standards that govern the privacy of student records and information (e.g., FERPA).
8. Maintain a positive and calm demeanor in a fast-paced office environment that often requires managing multiple projects simultaneously. A strong desire to learn, a positive attitude about work and college students, attention to detail, and a commitment to confidentiality are essential elements of the role.
9. Fulfill other duties as assigned by the Registrar.

The Registration Operations Specialist is an on-campus position. Applications will be accepted until an appointment is made. Please email cover letter, resume, and a list of three professional references to Dr. Kristen Amick, Registrar, amickkm@westminster.edu. Any offer of employment is subject to receipt by Westminster College of satisfactory references, verification of employment and education, and required background clearances.

Westminster College is an Equal Opportunity Employer.