Position Announcement

Position: Graduate and Adult Programs Assistant

Department: Registrar Office

Reports to: University Registrar

Description:

The assistant is responsible for data entry functions, academic records, information management, course registration services, and academic program support for all graduate and adult programs. In addition, the assistant performs office support functions. This full time 12-month position must be able to present a positive presentation to the public, work well under the pressures of time and demand, and prioritize effectively to ensure completion of projects in a timely manner.

Job Responsibilities:

- Perform block registrations and single course registrations for cohort based programs for each term.
- Create, define, and set up registration blocks, cohort codes, and program codes, parts of term, withdrawal percentages, etc. in Banner.
- Perform administrative duties such as processing withdrawals, managing repeat course registrations, etc.
- Complete online registration set up and services for all non-cohort programs for each term.
- Check all student files and electronic records for accuracy and completeness, including Banner records. Work closely with each program administrative assistant to insure all necessary student information is entered or defined.
- Enter transfer courses for new students.
- Verify that academic and student record information is updated and complete prior to granting degrees.
- Update and disseminate records management procedures as needed.
- Act as primary office contact for program administrative assistants.
- Review curriculum calendars and plans of study.
- Complete program or major changes, set up for new programs, updating of existing administrative structure and processes.
- Provide form- and process-specific Banner training for new and existing program support staff members.
- Work closely with administrative assistants and other support staff in all graduate and adult programs to service student needs.
- Process changes of grades, incomplete requests, grade postings, and other academic record updates for all graduate and adult programs.
- Assist with front desk duties such as answering phones, assisting constituents, etc.
- Complete degree verifications, enrollment verifications and loan deferments.
- Assist with special events such as commencement activities, SOAR, and Graduation Finale.
- Assist with traditional undergraduate student registration as needed.
- Interact with and problem solve for various support service staff offices to meet constituent needs (i.e., Information Technology, Student Financial Services, Student Accounts).
- Other duties as assigned by the University Registrar

Qualifications:

- Bachelor’s degree preferred.
- Solid communication and interpersonal skills
- Proven ability to learn, understand, and utilize new software programs quickly and effectively.
- Solid computer skills, including Microsoft Office products
- Excellent customer service skills
- Strong time-management skills and attention to detail
Education/Experience:

- 2 to 5 years progressive office experience in a registrar’s office or student services setting.
- Experience with Banner student information system preferred.

To Apply: Send cover letter, resume and three professional references to:
MidAmerica Nazarene University
Attn: Human Resources
2030 E. College Way
Olathe, KS 66062
hr@mnu.edu
913 971 3294

Review of applications begins immediately and will continue until the position is filled.

MidAmerica Nazarene University is interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.