Registration Assistant, CEWD

Department: Registration & Records	**Effective Date:** 5/20/15
Reports To: Assistant Registrar	**Division:** Learning Support
FLSA Status: Non-Exempt	**Job Status:** Full-time
Salary Grade: 8	**Job Classification:** Support

Position Summary:

Provide technical, operational and functional support to the department of Registration and Records with Continuing Education & Workforce Development population and serve as CEWD transcript clerk.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Oversee the data entry, logging/tracking, and workflow process of non-credit contract training registrations.
2. Admit and register all students with an emphasis on Continuing Education & Workforce Development (CEWD) population.
3. Back-fill Lumens registrations into PeopleSoft and follow-up with students to ensure data integrity between systems.
4. Coordinate with Student Finance and CEWD staff for drops, refunds and cancellations.
5. Assist with the management of CEWD records and awarding of program certificates.
6. Manage grade processing and train CEWD Program Managers on course grade entry.
7. Assist with answering calls regarding CEWD registrations, and instruct students on use of Lumens online registration software.
8. Assist with processing of Contract Training and proof CEWD schedule of classes as it relates to Registration & Records.
9. Maintain compliance with FERPA: demonstrating a working knowledge of the law, and ability to interpret the policies and law.
10. Represent the college within professional organizations – American Association of Collegiate Registrars and Admissions Officers (ACCRAO) and the Maryland Organization of Community College Registrars and Admissions Officers (MOCCRAO).

Required Minimum Qualifications:

1. Associate's Degree.
2. Two (2) years of experience creating and maintaining records in an educational environment.

Desired Qualifications:

1. Computer literacy and technical proficiency.
2. Experience within a post-secondary environment.
3. Experience with enterprise student applications/ student information systems.
4. Ability to maintain accuracy and integrity of records.
5. Ability to work independently to problem-solve issues, and evaluate and analyze records.
6. Knowledge of institutional academic and non-credit policies and procedures; specifically, FERPA, COMAR and academic policy standards.

*Note: **The College reserves the right to change or reassign job duties, or combine positions at any time.***