

# STERLING COLLEGE

## Job Description Assistant Registrar April 2026

**Reports to:** Registrar

**Classification:** Full-time, exempt

### **Description:**

The Assistant Registrar assists the Registrar in managing and supervising the Office of the Registrar, which serves as the focal point for accumulating, processing, recording and maintaining all pertinent student academic data.

### **Responsibilities:**

- Functions as a project manager for multiple large-scale projects within the Office of the Registrar
- Oversees the evaluation and data entry of transfer courses and assist in the interpretation of academic policies, procedures and processes
- Oversee graduation procedures and assist with the posting of degrees and review of student progress
- Organizes the delivery of academic actions via email and regular mail while maintaining confidentiality
- Manages the review and certification for student athletes to ensure eligibility and degree progression
- Coordinates with admissions for the processing of required paperwork for international students and serves as a Designated SEVIS Officer
- Aids in building the course schedule and academic calendar
- Assists in the review and update of the academic catalog, National Student Clearinghouse enrollment reporting and aids in faculty and administration research projects
- Engages in student meetings to review academic progress and assist to resolve problems and uphold policy

### **Qualifications:**

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- The ability to counsel students effectively regarding degree requirements, registration procedures, and general problem solving.
- Must possess strong project management skills and the ability to effectively communicate with students, faculty, administration, parents, alumni and all others.
- Working knowledge and experience with Microsoft Office, especially Word and Excel programs and the ability to learn new software

### **Essential Job Functions:**

- Must be able walk up and down stairs.
- Must be able to sit for long periods of time.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to work on a computer and use a 10 key, copier, printer and phone.
- Must be able to push, pull, and lift up to a minimum of 25 pounds
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

**Education/Experience:**

- Associates degree required; BS preferred
- Jenzabar product knowledge preferred
- Three (3) to five (5) years of general office work experience.

\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.