Assistant Registrar

Position Available: Immediately
Post Date: 09/22/14
End Date: Open until filled

Maryland University of Integrative Health (formerly Tai Sophia Institute) is the leading academic institution for integrative health in the nation. For nearly 40 years, MUIH has educated and informed leaders in health and wellness through transformative and relationship-centered programs that draw from contemporary science and traditional wisdom. MUIH offers graduate degrees and certificates in a wide range of wellness fields, as well as programs for professional and personal development. MUIH’s on-site Natural Care Center offers compassionate and affordable healthcare from student interns and professional practitioners.

Maryland University of Integrative Health is seeking a dedicated, detail-oriented individual to serve our student population as Assistant Registrar. Under the supervision of the Registrar, the Assistant Registrar helps manage the daily operation of the Registrar’s office including planning, organizing, coordinating, and evaluating the centralized functions within the office. This position is full-time.

Responsibilities/Duties

Responsibilities/duties include, but are not limited to:

- Provide data and specific student-related information, as needed, within the academic circles of Student Services, academic departments, administration, and staff
- Provide appropriate information to Accounting to assist with student billing
- Collect, record, and maintain electronic records and grades from faculty for all students, including change of grade information
- Prepare transcripts for students and alumni
- Prepare enrollment verifications and deferment requests for students
- Update the SIS (Student Information System) regarding student enrollment status
- Certify documents required by external agencies or universities
- Prepare electronic spreadsheets and reporting
- Manage student files
- Coordinate with the academic advisors regarding student grades, statuses, course enrollments, and withdrawals
- Conduct graduation completion audit reviews
- Support Commencement Activities with reports, serving on committee, managing regalia ordering
- Enroll students in courses, as appropriate
- Manage accuracy of student service/Registrar’s Office information on the website and the intranet
- Maintain Policy & Procedures Manual for the Registrar’s Office
- Conduct all activities in accordance with the highest ethical standards and adhere to all state, federal, accreditation, and University rules and regulations
- Maintain and enter course grades, changing of grades, and contracts for incomplete forms
- Maintain and recording documentation of student curriculum activities
- Ensure deadlines are achieved
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• Ensure transcripts are accurate and current
• Archive student transcript requests
• Ensure FERPA compliance within office practices
• Generate reports in a timely manner
• Provide assistance and support to the Registrar, including developing and instituting student programming
• Contribute to the development of procedure and policy as it pertains to the Office of the Registrar functions
• Represent the Office of the Registrar through participation on various campus-wide committees
• Perform other duties as assigned

Qualifications
Required:
• Bachelor’s Degree
• 2+ years of experience in an administrative role at a post-secondary institution
• Outstanding people skills, including interpersonal and customer services skills
• Excellent detail orientation
• Excellent communication skills, both written and verbal
• Superior computer skills, including proficiency in Microsoft Office
• Ability to work collaboratively with members of a University-wide team as well as independently
• Ability to take ownership of a project and execute it
• Ability to appropriately handle confidential information

Preferred:
• 2 + years of experience in the Registrar’s office at a post-secondary institution
• Experience with registration and student services in an online environment

To apply
Interested individuals should forward a letter of interest (listing salary requirements) and CV/resume to our Office of Human Enrichment at jobs@muih.edu, referencing “1437 – Assistant Registrar” in the subject line of the email.

Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. Maryland University of Integrative Health is committed to acting, communicating, and educating in ways that recognize and honor the full range of human diversity. Equal Opportunity Employer