

NOTICE OF VACANCY

November 3, 2021



Enrollment and Records Specialist I

Registrar's Office

SALARY: \$25,000.00 - \$27,000.00

BENEFITS: Excellent fringe package includes pension plans and life, health, dental and vision insurance.

STARTING DATE: Negotiable

RESPONSIBILITIES:

Reporting to the Registrar, the Enrollment and Records Specialist I performs academic records support services of a detailed and confidential nature. The Enrollment and Records Specialist I is a responsible and independent member of the Office of the Registrar and serves as the first customer service contact with all inquiries from alumni, currently enrolled students, faculty and staff. The Enrollment and Records Specialist I provides comprehensive, timely customer service and administrative support to the office. This position is responsible for the maintenance of academic records. The Enrollment and Records Specialist I works closely with the Office of Admissions in coordinating enrollment for new students. This position will play an important role in the creation and maintenance of course schedules, the graduation process, grade processing, supervising work study, and fulfilling transcript requests.

QUALIFICATIONS:

Required:

- Must possess confidence and be comfortable working with and relying on a computer for daily tasks.
- Must possess excellent organizational skills.
- Ability to multi-task and prioritize in a fast-paced environment while maintaining excellent interpersonal skills.
- Must have superb public relations skills and be able to project a professional, courteous and congenial attitude.
- Must possess flexibility and the ability to adapt to a changing environment.
- Able to assume responsibility without direct supervision.

Preferred:

- Bachelor's Degree
- Experience in higher education.
- Experience working with higher education software (Jenzabar EX).
- Knowledge of structure, practices and procedures of college registrar's activities.
- Knowledge of the Oklahoma State Regents for Higher Education policies.

TO APPLY:

Send a completed USAO application (available at <https://usao.edu/about/personnel.html>), letter of interest, detailed résumé, unofficial copies of college transcripts, and the contact information including e-mail addresses for three references, to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **November 17, 2021** and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.