

About NewSchool of Architecture & Design: NewSchool of Architecture & Design (NewSchool) is a globally recognized and awarded design university known for its forward-thinking professors, an inspiring campus community, and top industry connections and collaboration opportunities.

Position Summary:

NewSchool is seeking a part-time Registrar Records Associate. The Registrar Records Associate (RRA) is a multi-functional position providing clear, accurate, and concise information to the clients of the Registrar's Office. With minimum supervision, the RRA is responsible for providing authoritative advice on student academic records related issues, policies, and regulations. This position also includes the processing of forms and information, follow-through, and completion of processes to enable resolution of client issues within the team environment.

Must be able to work between the hours of 9:00am and 6:00pm Monday – Friday.

Essential Duties and Responsibilities:

The areas below include a selection of the essential duties and responsibilities:

- Student History & Transcripts
- Change of Grade
- Student Information Changes
- FERPA Compliance
- Data Integrity
- Enrollment Verification
- Processing Program Changes
- Adding Areas of Study
- Graduation Processes (within the Registrar's Office)
- Customer Support
- Assisting with Student Registration
- Assisting with Building the Quarterly Academic Schedule
- Assisting with Editing the Academic Catalog and Student Handbook
- Processing Satisfactory Academic Performance Reviews

Other Duties and Responsibilities:

- Interact with internal and external customers directly.
- Responsible for developing thorough knowledge of undergraduate and graduate academic programs, office functions and processes, and the other service areas of the University.
- Ability to adapt to changing environments and remain flexible to change.
- Required to work within complex regulations and policies and be able to provide advice and guidance based on knowledge and experience with past and current regulations and policies.
- Students and potential students have individual and potentially complex issues and situations requiring initiative, judgment, and a solid understanding of and ability to interpret academic regulations and policies.
- Other related responsibilities as assigned.

Education & Experience:

- A minimum of 60 semester college credits or equivalent required; Bachelor's degree preferred
- 1-2 years of experience directly related to the duties and responsibilities specified or equivalent required.
- Must demonstrate strong verbal and written communication skills.

- Must be detail-oriented and organized with the ability to self-manage multiple projects while working under deadlines in a constantly changing, fast paced environment.
- Microsoft Office and strong Excel spreadsheet skills required.
- Successful experience in a system and/or customer service environment.
- Good problem solving and conflict resolution abilities.
- Confidence and skill with large databases and student records.
- Experience working in a for-profit educational environment preferred.
- Student Information System experience preferred, Banner experience a plus.
- Prior work with international student populations preferred.

Reports To: Registrar

Supervisory Responsibility: No

Working Conditions:

Normal office conditions including some telecommuting / remote work. Work is performed primarily in a standard office environment but may involve exposure to moderate noise levels. Work involves operation of personal computer equipment for approximately five hours daily and includes physical demands associated with a traditional office setting, e.g., walking, standing, communicating, and other physical functions, as necessary.

How to Apply:

Please submit your cover letter and resume as a single attachment when applying to careers@newschoolarch.edu.

NewSchool of Architecture & Design is an equal opportunity at will employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy, and pregnancy-related conditions, or any other characteristic protected by law.