Assistant Registrar

Franklin College has an opening in the Office of Academic Records for an Assistant Registrar. This position manages the daily operations of the Academic Records Office including managing student workers. Acts as primary contact for all responsibilities related to transfer students and incoming transfer work. This is a full-time, 12-month, salary exempt position reporting to the Registrar.

Responsibilities include:

- Receive and process all incoming forms including add/drop/withdrawal, application for degree, enrollment verification, transcript requests, degree verifications, and off campus course requests. (30% of time)
- Complete all transfer evaluations for incoming transfer work including logging receipt of transcripts, communicating with academic departments regarding course articulation, posting transfer work to student transcripts, communicating evaluations to students. Includes AP credit evaluations. (30% of time)
- Receive all visitors and general telephone calls, providing information related to Academic Records policies and procedures. (10% of time)
- Maintain transfer policy in CollegeSource TES system and provide support for CollegeSource TES and Transferology systems – both to Admissions staff and prospective students. (5% of time)
- Act as liaison with Admissions for preliminary transfer evaluations for prospective transfer students. Act as primary Academic Records contact for all transfer students. Primary contact for athletics for transfer students. Transfer scheduling for new student registration days. (5% of time)
- Serve as academic adviser. (5% of time)
- Manage grade processing insuring that grades are completed in a timely manner and process grade changes, incomplete grade requests, and pass/fail grading. Includes all academic calendar notifications to students, faculty and advisers. (5% of time)
- Manage registration processing including academic calendar notifications to students, faculty and advisers, waitlist management, prerequisite checking and departmental credit. (5% of time)
- Hire, train, supervise and coordinate the day to day work of student workers. (5% of time)
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

Required Qualifications:

- Minimum of an Associate’s Degree required
- 2-5 years’ minimum experience in higher education setting
- 0-2 years’ minimum management of operations in administrative setting
- Proficiency with Microsoft Office suite software
- Excellent oral and written communication skills.
- Detail-oriented
- Ability to handle confidential and sensitive information
- Ability to manage time effectively and work independently
- Experience with PowerCAMPUS (student information system); preferred
- Experience with Argos (reporting and analytics); preferred

**Application Process:**
Human Resources will accept applications on a rolling basis until the position is filled. It will begin to narrow the candidate pool immediately. The new director will be invited to begin immediately. Applications should be submitted (MS Word or Adobe PDF) [Click link to apply for position here or go to employment opportunities](#).

Contact Human Resources with additional questions.

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[www.FranklinCollege.edu](http://www.FranklinCollege.edu)

Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the college's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any college program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.