Job Title: Course and Registration Specialist

Department: Registrar's Office

Supervisor or Manager: Office Coordinator

Date Created: 7/15/2005  
Last Revised: 10/15/2013  
FLSA Status: NE

**Our Mission:** It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

**Major Objectives:**
- An undergraduate and graduate schedule of classes is created every term that is on time, accurate and accommodates the needs of SMC students and teaching faculty
- Classrooms are scheduled so that, to the extent possible, classes fit into educational spaces appropriate for the goals of the classes on the weekly schedule
- Database of student information is current and accurate
- Students are registered for courses in an efficient manner and grades are recorded quickly and accurately
- Students, faculty, and staff requiring Registrar’s Office services are assisted courteously and professionally
- Database of course/section offerings is current and accurate

**Essential Duties and Responsibilities:**
- Works with faculty and staff to create undergraduate and graduate class schedules
- Maintains the database of courses and course sections
- Manages classroom resources, assigns classes to rooms, works with faculty and staff to resolve room conflicts and reserves classrooms for ad hoc class-related events
- Participates in educational space planning, decisions about classroom renovations and works with Information Technology on establishing priorities for classroom technology projects
- Assists with student course registration, mailing student schedules, recording grades and mailing grades to students
- Helps students and faculty who come to the Registrar’s Office with questions related to courses, classrooms, class schedules, registration, grades, transcripts, verifications, and other Registrar’s Office business
- Maintains student information database

**Secondary Responsibilities:**
- Assists with training of student assistants

**Positions Supervised:**
- None

**Major Contacts:**
- Registrar’s Office staff
- Students
- Faculty
- Administrative Assistants
- Department Chairs and Program Directors
- Academic Deans
- Special Events Office
- Information Technology

**Demonstrates Excellence:**
- Demonstrates a sound understanding of academic departments and requirements at Saint Michael's College, with the ability to effectively apply that understanding to tasks and projects
Saint Michael’s College
Job Description
Job Title: Course and Registration Specialist

• Has a thorough knowledge of facilities, especially classrooms, and an understanding of faculty needs and desires related to classrooms
• Excels at managing multiple tasks simultaneously and under the pressure of deadlines
• Works effectively with a range of personality types and levels of hierarchy, always displaying courtesy and professionalism
• Truly understands and respects the need for confidentiality and operates with the utmost ethical standards

**Education and Work Experience:**
• Bachelor’s degree
• Experience in a higher education institution is useful, particularly in a registrar’s office

**Analytic Skills:**
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Demonstrates the ability to prepare or revise written reports or other documents.

**Computer/Technology Skills:**

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<th>Working Knowledge</th>
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EMS Professional (intermediate)
Acolog
Filezilla

**Licenses, Certifications and Other Requirements:**
• None required

**Physical Demands:**
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Course and Registration Specialist, occasionally the employee is required to lift and/or move up to 10 pounds.
Physical Demands (continued):

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- None required

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.