

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

0

Title: Academic Services Assistant Department: Registrar

Marcia McQuerry 9.8.2020  
Prepared by date Approved by date

Supervision received: Registrar  
By title

Supervision given: Student Workers (when applicable)  
By title(s)

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources*

**Purpose:** *What result(s) or objective(s) is this position expected to achieve? Why does this job exist?*

The Academic Services Assistant assists the Registrar in maintaining academic records and entering student data into the academic database. The Assistant is also responsible for providing academic data to faculty, other administrative office and off-campus agencies when requested and/or authorized to do so by the Registrar. The Assistant also serves as the primary greeter of visitors to the Academic Center.

**Essential Functions:** *A job function may be considered essential because: 1) the position exists to perform the function; 2) limited number of employees available among who the performance of the function can be distributed; 3) the person in the position is hired because of his or her ability to perform a particular, highly specialized, function.*

- Greet visitors to the Academic Center and direct them to the appropriate office/individual
- Answer the Academic Center telephone and route phone calls appropriately
- Enter student information and other appropriate data into the student information system
- Assist the Registrar with enrollment processes as assigned
- Assist the Registrar with special projects as needed
- Route notification of student withdrawals to the appropriate offices
- Assist the Registrar with the processing of final grades at the end of each academic term
- Maintain electronic records and communication with faculty, the Milburn Center and students for routine notifications regarding excessive absences, no-shows, withdrawals and leaves of absence
- Scan and attach student files to student records in student database
- Assist with entering transfer course work into the student information system
- Assist faculty in resolving class roster issues and inconsistencies
- Coordinate waitlists with appropriate faculty as needed

\_\_\_ New \_\_\_ Revision: \_\_\_ FLSA: \_\_\_ HR Office only  
IPEDS: \_\_\_ Sal/Grd assignment: \_\_\_

PRN(s) \_\_\_\_\_

- Process academic transcripts as needed
- Assist with NCAA processes as needed
- Perform all other duties as assigned by supervisor

**Other Duties:** *List other, important responsibilities or duties that may be performed occasionally or in addition to the essential duties.*

- Regularly review job functions and recommend improvements to enhance effectiveness
- Maintain confidentiality of department and University information
- Approximately once a year, a Saturday is required for new freshman registration

**Qualifications:** *List KSAs required to perform duties at an acceptable level.*

**Knowledge, Skills, and Abilities:**

- Professional competency in use of standard office technology, including Microsoft Office products (with a special emphasis upon Excel), ability to learn and master other technology resources common to university functions, such as the Banner student database
- Excellent customer service with internal and external constituencies
- Collaborative work habits and ability to establish collegial relationships, able to participate actively in a team environment
- Strong interpersonal relationship and communication skills
- Attention to detail in dealing with student records and reporting requirements and the ability to successfully handle multiple unique tasks within a typical day with efficiency and accuracy
- Ability to sit for extended periods of time, lift 48 pounds, and have sufficient mobility and physical stamina to walk around campus to various offices

**Education and Experience:** *List Education and Experience that would likely lead to the possession of the required KSAs.*

- High school diploma or equivalent required; some college education preferred
- Preferably experienced in handling academic records

**Equipment:** *List any specialized equipment or software the incumbent would be expected to regularly use in the performance of their duties.*

Standard office equipment and technology resources; able to produce professional documents in Microsoft Word, design Excel spreadsheets with simple calculations, produce simple presentations in PowerPoint, and to learn campus information system

**Special Requirements:**

- Committed to the mission of the University
- Active member of an evangelical church, preferably Southern Baptist

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation  Performance Evaluation\*.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
date

*\*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*