REGISTRAR CLERK
Sullivan Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Sullivan Campus. Applicants are limited to internal applicants only.

Applications will be accepted until position is filled, with preference being given to those received on or before August 1, 2023.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) For a transcript to be considered official, it must be sent directly from the school/college/university to Human Resources at the following address or email:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

JOB SUMMARY:

The Registrar Clerk reports directly to the Registrar, and is responsible for managing various records processing within the student information systems used by Northshore Technical Community College, including official transcript production, diploma processing, enrollment/degree verifications, and document imaging.

RESPONSIBILITIES:

- Provides central and consistent communication to the Student Affairs Division concerning Registrar related changes and directives.
- Coordinates the Student follow up process and enters follow-up information into Banner. Updates changes in student demographics and collects supporting documentation as needed.
- Corrects Banner related errors for all campuses. Assists the Student Affairs Division with ensuring that all students are coded in Banner correctly.
- Manages and processes all incoming transcripts received through Parchment, Joint Services Transcripts, and National Student Clearinghouse. Coordinate transcript evaluation for the College to ensure prompt determination of course equivalencies. Support NTCC campuses with the transfer articulation process.
- Prepares all transcripts, enrollment/degree verifications, and any other assignments coordinated by the Registrar.
- Process Change of Program requests through the LCTCS Self-Service System
- Monitors and coordinates responses to the Transcripts and Registrar email accounts.
- Assist the Registrar with implementation and processes related to student records. Scans processes, and manages all archive files for electronic storage.
- Performs all other duties as directed by the college Registrar.
MINIMUM QUALIFICATIONS:
Associate’s degree in related field and three years of experience in college setting. Ten years of related work experience may substitute educational requirements.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities**: Application and intermediate knowledge of office practices and procedures. Intermediate computer skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work related information and materials. Must maintain effective working relationships. Excellent customer service skills. Should have knowledge of document-imaging technology. Must be able to maintain current social media websites.

2. **Equipment Used**: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. **Software Used**: A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:
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. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:
 Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer
In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.