

POSITION ANNOUNCEMENT

JOB TITLE:	REGISTRAR ASSISTANT I
TYPE OF VACANCY:	STAFF
REPORTS TO:	ASSISTANT REGISTRAR
DEPARTMENT:	OFFICE OF THE REGISTRAR
<p>SUMMARY: The Registrar Assistant I provide administrative and clerical support to ensure the efficient operation of the Office of the Registrar. Key responsibilities include assisting with student registration, maintaining academic records, processing transcripts and supporting graduation procedures. The role requires a high level of accuracy, organization and confidentiality while managing student records and assisting with related administrative duties.</p> <p>The ideal candidate is detail-oriented, proactive and capable of multitasking. Strong communication skills, problem-solving abilities and proficiency in modern office technologies are essential. This position requires the ability to work both independently and collaboratively within a team.</p>	
<p>DUTIES AND RESPONSIBILITIES: The position of Registrar Assistant I is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"> • Be the first point of contact and support for internal and external customers; • Efficiently organize digital and physical documents, files, and folders, to make it easy to access necessary information when needed; • Support the data entry and maintenance of student records in compliance with institutional and data protection policies; • Complete records data entry on a daily basis conducting required researches to validate and ensure accuracy; • Assist with the computerization of BTC, SSTC, BHTC and non-computerized COB/UB transcripts; • Assist with verifying and processing student transcripts, including electronic and archived records; • Assist with data accuracy checks with respect to graduates or graduation listings (e.g. spelling checks); • Prepare and maintain weekly reports related to registration, transcripts, and other student record matters as required; • Assist with new student orientation, helping new students transition to university life by providing information, directing and guiding them through the registration process; • Provide assistance and support on special projects and initiatives within the Office of the Registrar; • Manage department email account(s). Keep an organized email inbox, using labels or folders to categorize and prioritize messages, and respond promptly to inquiries; • Track and manage communications related to student records, following up as necessary; • Assist in the continuous improvement of records management processes, including digitization initiatives; 	

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- Represent the department in meetings and on select committees as assigned;
- Ensure that the Registrar's Office and overall University policies are adhered to both internally and externally;
- Maintain confidentiality and professionalism while handling sensitive information.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office management systems and procedures,
- Working knowledge of office equipment, like printers and fax machines,
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Participate in the University's screening process, including drug screening and background checks.

QUALIFICATIONS:

- Bachelor's Degree or the equivalent with no work experience, or Associate Degree in relevant area with ten (10) years work experience.

Requested Information:

Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A Cover letter of interest (highlighting work experience and accomplishments relevant to the position);
- Current Curriculum Vitae/Resume;
- Copies of all Academic Qualifications with transcripts (original transcripts will be required upon employment), certificates;
- At least three (3) written professional references;
- Completed UB Application for Employment Form found at this link: [UB Staff Application Form](https://ubhrapply.info/PeopleFirst)

<https://ubhrapply.info/PeopleFirst>

Incomplete application packages will not be considered

Salary Grade	AS-1
Date Published	October 6, 2025
Application End Date	October 12, 2025 or until Filled
Date to be Removed	October 13 2025

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Registrar Assistant I.