



JOB OPPORTUNITIES
Records Coordinator
Office of Records & Registration
Law School

Posted October 18, 2018

Under the supervision of the Law School Associate Registrar, this position provides support ensuring that the Law School is in compliance with the American Bar Association standards in the development and implementation of law school policies and procedures for the registration process, grade distribution, and systems management. This position interacts and coordinates with all academic units, students, faculty, administrators and support staff as it pertains to the registration office.

Responsibilities:

- Gather, prepare, and organize registration materials for law school students and all law school programs.
- Responsible for the coordination and annual updates of registration information and materials.
- Maintain an accurate course inventory as additions and changes are made to the curriculum.
- Responsible for collecting, organizing, and inputting grades for the law school programs.
- Coordinate certain aspects of the Final Exam process.
- Create and respond to requests for various statistical reports.
- Responsible for all Student Records.

Qualifications:

- Three years of office experience or training. Bachelor's degree preferred.
- Qualified individual must understand the important and significant tasks involving rules and regulations governing student requirements.
- Excellent facility in using Microsoft Office, including Word, Excel, PowerPoint, Outlook and FrontPage. Prior experience with Ellucian Colleague strongly preferred.
- Ability to handle sensitive information and maintain a high level of confidentiality.
- Excellent professional verbal and written communication skills and customer service skills.
- Organization, attention to detail, flexibility, creativity and strong ability to multi-task.
- Ability to work without supervision and demonstrate considerable initiative.

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

Hourly rate starts at: \$15.58; 37.5 hours per week.

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

Send cover letter and resume to:

jobs@capital.edu

For more information on Capital University, visit our website at www.capital.edu.

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law..