



Corban University
Position Description

RECORDS SUPPORT SPECIALIST – OFFICE OF THE REGISTRAR

DEPARTMENT: Registrar
REPORTS TO: Associate Registrar
FLSA STATUS: Full Time / Non Exempt
Revised May 2019

See Application Instructions on Page 2

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: Performs a variety of tasks involved in all phases of the academic records process. Supports students' university records in a specific academic area by performing clerical activities to maintain students' files. Performs a variety of duties to assigned areas of responsibility in the office of the Registrar.

ESSENTIAL FUNCTIONS

- Responsible for maintaining the integrity and accuracy of student academic records from imports through graduation.
- Update information by changing records as directed within our system.
- Maintains recruiter uploads and assignment of advisors.
- Scanning of paper files, exams and other academic documents to electronic files.
- Purge records per retention policy.
- Assist as part of the Registrar team with Grad Finale event and commencement.
- Assist with student record audit.
- Supports front desk and main phone with high degree of customer service and professionalism.
- Tracks student absences and withdrawals and makes all necessary transcript notations.
- Post grades as needed.
- Process of documentations (Certificate of Enrollment, etc.)
- Manage Campus Anywhere for students, grad dates, majors, minors, and catalog changes.
- Assist with registration for students when needed.
- Supports incomplete course process and Independent Study course process.
- Supports required reporting and auditing as assigned by Associate Registrar.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong technical skills with ability to build and manipulate Excel spreadsheets and manage data.
- Ability to pull data from various sources to create compelling and relevant reported needed by the office staff and others in the University.
- Ability to interact professionally with multiple constituencies (i.e., students, alumni, faculty, parents and staff) within established guidelines and have exceptional organizational, research, and trouble-shooting skills to ensure a smooth flow of office business.
- Ability to work and communicate effectively concerning information and procedures.
- Ability to work under strict deadlines with a high degree of accuracy.



- Able to exercise good judgment and handle confidential information in a discrete and professional manner.
- Exhibit a high level of commitment to customer service.
- Ability to troubleshoot office hardware problems, i.e., copier, fax, printers, academic software.
- Ability to work independently.
- Attention to detail and strong time management skills.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree preferred or equivalent years of experience
- Preferred two years of experience working in a Registrar's office, or working with student records
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in the institutional Statement of Faith (see Statement of Faith included in Staff Application on www.corban.edu/employment)
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally

WORKING CONDITIONS: Traditional office environment; extensive contact with students. Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time. Some lifting. Some weekend and evening hours are required to support registration, Grad Finale, and commencement. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Corban University is a private comprehensive university of liberal arts, ministry, and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership in all aspects of their work. Corban values and recruits for a workforce that is diverse in gender, age, ethnicity, race, and/or ability, and seeks employees who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission, and core values, Corban exercises religious preference throughout the University. Employees must have a personal relationship with Jesus Christ, agree with the University Statement of Faith, evidence a mature Christian faith, and be an active member of a Bible-believing, Gospel-preaching local church.

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony of your Christian faith
- Completed Corban staff application found on our website: www.corban.edu/employment

Send or email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317

jobs@corban.edu FAX: 503-375-7182