
Assistant Registrar Resume

Job Objective

Seeking the position of Assistant Registrar in a well known organization.

Highlights of Qualifications:

- Exceptional experience in providing assistance in accessing all student information
 - Deep knowledge of federal and state election laws
 - wide knowledge of family educational rights and privacy act
 - Ability to resolve common issues easily
 - Ability to manage office inventory and submit receipts
 - Ability to perform basic math for registrar functions
 - Ability to coordinate with various audiences
 - Ability to manage office inventory
 - Familiarity with academic program structure
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Professional Experience:

Assistant Registrar
South University, Nashville, TN
August 2007 – Present

- Managed honor roll status and informed all students.
- Maintained knowledge for all upcoming events for department on registrar events.
- Provided assistance for programs within facility.
- Scheduled orientation programs and materials for department.
- Developed and maintained handbook for students.
- Coordinated with registrar for all graduation processes.
- Assisted in purchasing supplies for department and managed PO system.
- Administered registration process in assistance with academic affairs department.

Assistant Registrar
Indiana University, Nashville, TN
May 2004 – July 2007

- Coordinated with various departments for all enrollment process of students.
 - Maintained all room management software within assign space.
 - Monitored systems and assisted in posting of all final degrees.
 - Provided assistance to students and supervised veteran student affairs.
 - Performed tests on all new releases and maintained appropriate documents.
 - Supervised various academic advising reports in coordination with curriculum manger.
 - Prepared customized reports to resolve all data requests.
 - Provided technical support to all student enrollment activities for registration.
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Education:

Bachelor's Degree in Business Administration
Lake Superior State University, Sault Sainte Marie, MI

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