



Registrar Services Specialist (OS2)

Recruitment #: S2221
Review Date: Immediate Review | Open until filled
Department: Office of the Registrar
Minimum Salary: \$2739 - \$4007 [[10 step Pay Range](#)]

Department / Job Summary:

Join the Office of the Registrar as a Registrar Services Specialist and support our students in achieving their goals. This role supports campus in the areas of customer service, data entry, process management, transfer articulation, and catalog/scheduling support. This role will provide direct service to students in areas of registration, information, and assistance in obtaining student records; ensure timely accurate evaluation and entry of transfer credits for students to facilitate registration and graduation and support the effective management of course scheduling and catalog management through data entry, proofing, training, and communication. This position will need to be highly productive, manage tasks efficiently, and effectively.

Minimum Qualifications:

- The ability to understand, manage and communicate complex concepts, processes, & rules
- Effective communication skills
- The ability to complete complex detailed work
- Demonstrated commitment to serving the needs of a diverse population
- Demonstrated experience using common office software programs such as Microsoft Excel & Word
- The ability to manage sensitive information, conduct yourself professionally, and serve with empathy
- Excellent interpersonal skills

Preferred Qualifications:

- Experience in higher education
- Intermediate to Advanced Microsoft Excel experience
- Experience working in an environment requiring compliance with policy/regulatory requirements
- Experience with databases and/or information systems, preferably the Banner Student Information System (Banner SIS)

[Click here](#) for the complete position description which includes duties and responsibilities as well as any knowledge areas and special requirements.

Application Instructions:

You may submit all materials online at www.wou.edu/classified

Required application materials (PDF preferred):

1. WOU Employment Application form [available here](#)
2. Cover Letter that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.

WOU is an equal opportunity employer for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.

Women, people of color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for vacant positions at all levels, even if you don't meet every one of our qualifications listed. We are most interested in finding the best fit for the job.

The university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments for multiple years.

3. Resume
4. Contact information for three references

NOTE: A criminal background check will be required as a condition of employment