



## Registrar Services Specialist

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| <b>Recruitment #:</b> | S2287  |
| <b>Review Date:</b>   | Immediate review   Open until filled           |
| <b>Department:</b>    | Office of the Registrar                        |
| <b>Salary Rate:</b>   | \$2,807 - \$4,107 [ <a href="#">10 steps</a> ] |

### Position Summary:

Registrar Services Specialists support WOU students in achieving their academic goals by providing 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, and manage tasks efficiently, and effectively. This position supports the campus in the areas of customer service, data entry, process management, transfer articulation, and catalog/scheduling support.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

### Minimum Requirements:

- 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)

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - classified
2. Cover Letter that addresses your qualifications for the position.
3. Resume

**Additional Application information:**

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

**Background/Education Check:**

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

**Employee COVID-19 Vaccine Requirement:**

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.