POSITION SUMMARY: This position serves as the front line in the Registrar's Office providing answers or referral; requires knowledge of a variety of programs/software to maintain student records including E-Hive (Campus Solutions). Primary responsibility is curriculum and class scheduling processing. This position requires extensive interaction with students, academic department associates, faculty, and staff. This position is also assists the Athletics Department determining academic athletic eligibility. This position reports to the Registrar.

A. Curriculum Processing
   • Publish approved catalog changes in Common Spot and maintain the Undergraduate and Graduate Catalogs
   • Course Updates: adding new courses, deactivating old courses, changing course descriptions, titles, credit limits, topics, numbering, entering subject codes, adding attributes; as approved by UAAC, Graduate Council and Faculty Senate.
   • Build, test and maintain course pre-requisites.

B. Course and Classroom Scheduling
   • Roll the schedule from the previous year/term forward and communicate with the department chairs and associates when completed
   • Coordinate, organize and lead quarterly meetings with Academic Department Associates (ADA’s) to facilitate improved communications and collaborations
   • Assist ADA’s with questions regarding issues in E-Hive regarding class scheduling and schedule classes when in ADA lock-out period
   • Run edit reports periodically before the semester begins monitoring scheduled classes. Collaborate with ADA’s and Chairs for corrections and inconsistencies. Run edits before 10th day to verify that class information is accurate for CDR reporting
   • Assist IT with edit check issues; investigate and resolve errors (in conjunction with ADA’s).
   • Update room changes and other class schedule data as needed
   • Coordinate and assign classrooms as requested (ad hoc requests) each term as necessary. Back-up role to campus Conference and Events Manager
   • Enter visiting instructor information into E-Hive
   • Research any ‘Assigned Staff” listed as instructors the first day of the term and the 10th day of the term. Coordinate with departments to record the proper instructor
   • Maintain the ADA and Chairs contact list so that the list if recipients remains current

C. Coordinate Athletic Approval Process
   • Obtain athletic rosters for each of the women’s and men’s sports offered at UW-Superior. Compile academic information, determine academic eligibility and maintain athletic rosters
   • Provide the Registrar with all of the necessary information and forms to verify and certify academic eligibility
   • Enter eligibility information under the direction and guidance of the Registrar
   • If necessary assist Athletic Department code athletes into E-Hive in the Athletic Participation and monitor student athletes who fall below FT load status
   • Track athletic tracer forms as required
   • Recertify athletes in sports that continue into subsequent terms and notify conference offices of changes
   • Complete Scholastic Honor roll forms

D. Assist Degree Progress and Graduation Processing
   • Assist entering individual course substitutions and waivers
   • As needed provide assistance to staff, faculty and students regarding individual student’s progress toward completion of degree requirements.
   • Assist Degree Audit Coordinator preparing for end of term graduation checks for undergraduate students
   • Assist posting degrees, determine graduation honors and printing diplomas
E. Coordinate and work with additional programs

- **Business Alliance Program**
  - Coordinate with UW-Eau Claire and School of Business & Economics to enroll students in Alliance courses
  - Beginning of term through 10th day monitor add/drops and coordinate with UWEC.

- **International Study Away**
  - Coordinate with Office of International Programs (OIP) enrolling UWS students enrolling in campus supported study away programs (transfer work)

- **National Student Exchange**
  - Coordinate with OIP enrolling UWS students at NSE institutions (transfer work)

- **Wisconsin in Scotland Program**
  - Coordinate with OIP and UW-River Falls to enroll students in placeholder course.
  - After term start drop students from placeholder course, enroll in equivalent courses.
  - Coordinate with program to grade end of the term

- **Cross Registrations with UM-Duluth and College of St. Scholastica**
  - Coordinate registrations, any special course fees and process grades

- **UW-Extension Independent Learning**
  - Coordinate registrations with student and Cashier’s Office

- **AIRS ROTC**
  - Coordinate with UMD ROTC Office with AIRS enrollments and end term grading

F. Other Duties

- Coordinate with Transcript Clerk, process bi-weekly deposits with Cashier’s Office
- Coordinate/oversee Student Assistants processing enrollment verification and deferment forms.
- Create and maintain office forms
- Coordinate maintenance of deceased records in E-Hive
- Provide customer service, greet and direct office traffic
- Assist in processing registrations and drop/adds according to institutional policy
- Assist students and alumni with transcript request processing
- Attend regular office staff meetings
- Other duties as assigned

Knowledge, Skills and Abilities:

- Strong technology knowledge and experience with Campus Solutions, Common Spot, Adobe, ImageNow, Microsoft Outlook, Word and Excel
- Excellent communication skills, strong customer service orientation and the ability to interact with a wide variety of people (faculty, staff, students and the public) in a friendly, professional manner
- Knowledge of or ability to learn University policies, procedures, NCAA III Athletic Eligibility
- Ability to understand and interpret the Family Educational Rights & Privacy Act (FERPA)
- Strong interpersonal skills, with the ability to deal effectively with difficult situations
- Strong organizational and time management skills
- Ability to perceive where discretion is necessary and maintain the strictest confidentiality
- Ability to multitask effectively
- Ability to understand and calculate grade point averages for athletic eligibility
- Two to three years’ experience in an administrative support activity preferred
- Ability to work independently with minimal supervision
- Ability to understand basic degree and major requirements
- Ability and willing to attend training, conferences, workshops to upgrade and/or learn additional skills

Minimum Qualifications:

- High school diploma

Preferred Qualifications:

- 1+ year work in an office setting
- Knowledge of Campus Solutions and ImageNow software
- Bachelor’s degree