



## Career Opportunity - Registrar Coordinator

Esperanza College of Eastern University seeks a full-time **Registrar Coordinator** who will coordinate the services of the Registrar's Office to ensure support for current and prospective students.

Esperanza College is a partnership between Esperanza, Inc. and Eastern University. The College operates as a branch campus of Eastern University offering Associates and Bachelor programs in Business, Christian Youth Ministry, Community and Human Services, Criminal Justice, Digital Communication, Early Childhood Education, Health Sciences, Medical Assisting, Media & Technology, and more.

This position is ideal if you are driven by working with students, helping them achieve their potential and be successful while being part of something bigger giving more community members access to higher education.

Position Responsibilities include:

- Maintain student data records: enrollment statuses and dates; address and name changes; major changes; and other relevant student data
- Work closely with Deans, Academic Directors, and Eastern University's Registrar to facilitate registration planning and services for students
- Field incoming telephone, email and face to face inquiries to the Registrar's Office
- Prepare and process student registration forms, add/drop, and withdrawals
- Process mid-semester warning reports from faculty and to students, advisors, administrative units
- Communicate with students and faculty concerning extensions, class absenteeism, and grade discrepancies
- Evaluate transfer transcripts and enters transfer credits
- Demonstrate familiarity and enforces academic policies and procedures as outlined in the student handbook and catalog
- Coordinate the regulated destruction of confidential records in compliance with FERPA
- Create and distribute reports of classroom availability and course scheduling.
- Coordinate the use of classroom and college facilities in conjunction with classroom needs and demands
- Assist in maintaining and communicating detailed information about instructional spaces to ensure productive physical learning environments
- Work to resolve space scheduling conflicts as they arise and communicates all changes in an appropriate and timely manner to students, staff, and faculty

The successful candidate will have:

- Experience in higher education administrative/academic support, project management, or customer service. Prior experience in the Registrar role is preferred.
- A personal understanding and affirmation of, and ability to operate in concert with, the Mission and Doctrinal statements of Eastern University are required.
- Service that is culturally sensitive and spiritually centered to a diverse student body.
- Possess a high degree of computer literacy to include but not limited to Microsoft Office, G-suite, Excel spreadsheets, word processing, Access, PowerPoint, Internet, online financial aid resources, email, and customized educational databases. Experience in higher education administration software is preferred.
- Bilingual (English/Spanish) ability and bicultural skills within an urban setting preferred.
- Be highly organized, focused, detail oriented, tech-savvy, be able to multi-task effectively, work in a fast-paced environment, and meet tight deadlines.
- An Associate's degree from an accredited college or university in Computer Sciences, Business, or a related field of study is required; Bachelor's or Master's degree is preferred.
- Must be willing to work day and evening shift at the Esperanza College campus in Philadelphia.

Esperanza College offers a competitive salary commensurate with experience and a comprehensive employee health & wellness benefits program. Our campus is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should email a resume along with salary requirements to: [jobs@esperanza.us](mailto:jobs@esperanza.us) and please indicate **Registrar Coordinator** in the subject line.

For more information, check us out on the web at: <https://www.esperanza.us/understanding-esperanza/education/esperanza-college/>