

## **Assistant to the Registrar Temple University**

The Assistant to the Registrar will play an important role in coordinating and managing the academic calendars for the professional, graduate, and undergraduate student population for the Office of the University Registrar. Responsibilities include: providing administrative support to the University Registrar and Senior Associate; overseeing payroll issues and processing; monitoring the Centenergy phone system running reports on call rates and volume; making upgrades to automated systems; coordinating and managing academic calendar dates for the various professional, graduate, and undergraduate programs; supervising data collection; and processing academic dates in Banner. In addition, the Assistant to the Registrar maintains and monitors the budget and purchasing throughout the year, assists in the planning of preliminary budgets, works with the University Registrar to develop the final budget, prepares monthly reports to analyze spending, maintains monthly spending charges, and submits spending projections to the University Registrar. Other responsibilities include: serving as the financial liaison to the National Student Clearinghouse; tracking and monitoring monthly bank submissions and reconciling with production; managing payroll and attendance system in Kronos; and managing the hiring process of student workers and graduate assistants. Perform other duties as assigned.

### **Required Education and Experience:**

Bachelor's degree and a minimum of three years of directly related experience. An equivalent combination of education and experience may be considered.

### **Required Skills and Abilities:**

- \*Demonstrated ability to multi-task and manage several projects at once.
- \*Ability to work with a diverse population of students, faculty, and staff.
- \*Demonstrated oral and written communication and customer service skills.
- \*Advanced knowledge of word processing, spreadsheet, and database software.
- \*Demonstrated ability to evaluate and reconcile budget process.

### **Preferred:**

- \*Experience in a registrar's office or academic office in a higher education institution.
- \*Experience using Banner and/or Kronos.

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