

MURRAY STATE COLLEGE  
Tishomingo, OK - Ardmore, OK  
Job Description

**ASSISTANT REGISTRAR**

**General Description/Primary Purpose:** This position reports to the Executive Director of Records and Registrar and is responsible for all functions and services related to the admission and transfer of students. This person will be responsible for assisting the Registrar with all duties pertaining to the admission, registration, record maintenance, and graduation of students and performing all duties of the Registrar in their absence.

**Classification:** Full-Time, Exempt Staff

**Salary:** Salary Schedule, Commensurate with Qualifications & Experience

**Appointment:** 12-month appointment

**Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area is comprised of small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big-city offerings.

**Essential Job Functions:**

1. Responsible for all functions related to the admission and transfer of students
2. Coordinates the assessment of transfer credit and transfer credit applicability toward a degree
3. Serves as the primary International Admissions coordinator
4. Responsible for assisting the Registrar with all duties pertaining to the admission, registration, transfer, record maintenance, and graduation of students
5. Acts on all matters relating to admission and registration in the absence of the Registrar
6. Trains other employees on computerized registration procedures
7. Assist students, faculty, and staff with admissions and transfer
8. Assist with the review of admission applications, ensure that admissions documentation is

complete, and ensure that data in the computerized system is accurate

9. Responsible for online transcript requests for prospective, current, and former students
10. Assist with entering data into the computerized registration system. This includes processing admission applications, updating student demographic information, submitting felony admission applications for background checks, etc.
11. Responsible for electronic correspondence with students, staff, and faculty
12. Responsible for processing and distributing incoming mail
13. Assist with the ACT program to download, enter and disperse information as necessary.
14. Responsible for the transcription of transfer credits to the computerized registration system
15. Assist with the evaluation and transcription of transfer credits
16. Assists in problem resolution regarding academic student records and routes issues to other staff as appropriate
17. Assists with processing of veteran's educational benefits and serves as a School Certifying Official
18. Resolves problems regarding academic student records in a timely, professional and courteous manner
19. Ensures the quality of registration and admissions data through maintenance of the database, working with the Registrar to ensure policies and procedures are enforced and proper records maintained, and processing withdrawals, cancellations, administrative withdrawals, enrollments, and canceled classes accurately and timely
20. Assists Registrar with the evaluation of credits earned for degree completion/graduation
21. Adheres to all institutional policies and procedures and all federal and state regulations
22. Attend professional development meetings on campus and statewide
23. Supports the mission, vision, values, and goals of the institution
24. Investigates and develops ways to meet and improve services to prospective, enrolled, and former students
25. Exhibit pro-active attitudes and actions and perform job duties in a timely manner
26. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
27. Serves on committees relevant to admissions and registration as assigned

28. Performs other duties and responsibilities as assigned

29. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

**Required Knowledge, Skills, and Abilities:** Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to use a computer and input/retrieve data.
- Persistent attention to detail.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather, organize, prioritize, and analyze information, problem-solving skills.
- Ability to meet deadlines.
- Ability to use all equipment in the office, including but not limited to telephone, computer, typewriter, printers, copy machine, FAX machine, etc.
- Ability to work cooperatively with other employees to accomplish common goals.
- Demonstrate knowledge of federal and state regulations.
- Demonstrate skills in Word, Excel, and PowerPoint as well as software and systems relevant to the Registrar & Admissions Office.

**Other Ergonomic Requirements:**

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, typewriter, printers, copy machine, and FAX machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying is required. All individuals are required to perform these movements without significant risk of injury to themselves or others or to otherwise demonstrate or explain how they can perform the essential functions of the job.

**Hours**

This position will generally require a 40-hour work week, Monday thru Friday, 8:00 a.m. to 5:00 p.m. However, job responsibilities may require work and/or travel at various hours.

**Image**

Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.

**Background Check**

The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check.

**Qualifications**

***Education:*** Bachelor's degree or other combination of education and experience.

***Experience:*** Two-year college and/or university experience in student services or related areas

and knowledge of federal and state regulations relating to the admission and registration office preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.

### **Application Process**

Applicants must submit the following:

1. Letter of application
2. Resume
3. Three letters of recommendation or college placement file with at least three recommendations
4. Official college transcripts (for both undergraduate and graduate coursework).
5. Murray State College employment application

Submit the application to:

Murray State College  
Human Resources  
One Murray Campus, Suite AD 111  
Tishomingo, Oklahoma 73460  
humanresources@mscok.edu

**Application Deadline:** Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

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MURRAY STATE COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL  
OPPORTUNITY EMPLOYER

Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, student financial aid, and education services.

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