

Assistant Registrar for Graduate and Professional Health
Science Programs
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=248182>

Downloaded On: Nov. 12, 2024 7:51pm

Posted Nov. 5, 2024, set to expire Mar. 6, 2025

Job Title Assistant Registrar for Graduate and Professional Health
Science Programs

Department Academics

Institution Marian University
Indianapolis, Indiana

Date Posted Nov. 5, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Enrollment Management/Registrar

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=c7b9b6b8-af88-4477-b9b0-1087c4dba17e>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks an Assistant Registrar for Graduate and Professional Health Science Programs to promote our Catholic Franciscan mission and identity by supporting the Office of the Registrar in records and registration processes focused on students enrolled in graduate and professional health science programs. This position is responsible for collaborating with faculty, staff and administration within MU-COM and LSON to maintain data, communicate information, and manage the tracking and coding of student information for these programs.

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Essential Duties and Responsibilities:

Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Leverage technology and maximize the use of university system to support the daily work, reporting, and tracking of all doctor of osteopathic medicine students.

Maintain student data and records that support the accreditation self-studies, site visits, and annual reporting.

Provide FERPA training and guidance to MU-COM and LSON faculty and staff and maintain the integrity and safeguarding of MU-COM student records.

Facilitate, communicate and track the registration process for all doctor of osteopathic medicine students.

Facilitate, communicate and track graduation requirements for all graduate and doctoral student in the health professions. Manage the process of graduation application submission and auditing students for degree completion.

Manage the tracking and coding of students requesting to take a leave of absence and facilitate the process for students requesting to withdraw from the Doctor of Osteopathic Medicine program.

Collaborate with the office of clinical affairs and student affairs to support the development and facilitation of the Medical Student Performance Evaluate (MSPE). Leverage reporting tools and technology to aid in the output of this document and serve as a lead agent in processing residency onboarding documents and forms for each graduating class. Serve as the primary contact for graduates to request a copy of MSPE letters.

Maintain student records and coding of students as it relates to academic and professionalism standing data based on information provided by the Student Promotion and Academic Progress Committee (SPAPC) and the Committee on Professionalism and Ethics (CPE).

Review and code academic standing level annually for all Doctor of Osteopathic Medicine Students. Serve as the primary contact for verifications of student academic standing.

Oversee and facilitate the credential verification process for medical licensing board forms and residency verification forms.

Maintain, track, and code COMLEX scores and class rank data within university systems.

Collaborate with Registrar's Staff on diploma, transcript, and good standing letter processing.

Receive and process any edits to the schedules of all graduate programs.

Track and maintain curriculum requirements and changes with university system and aid in the publication of the MU-COM and Graduate catalogs.

Track and maintain the collection, processing, and posting of all final grades for Doctor of Osteopathic Medicine Students.

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Represent the Office of the Registrar in meetings and committees of the College of Osteopathic Medicine.

Assist the Associate Registrar with commencement planning processes for all graduation and professional programs.

Lead the organization and execution of the doctoral hooding portion of the commencement ceremony through close collaboration with students, program directors, and the Associate Registrar.

Engage in cross-training with other registrar staff members to help support the overall work of the Registrar's Office.

University Expectations:

Knowledge of and a commitment to the mission of Marian University

Adheres to Marian University's policy and procedures

Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors

Communicates regularly with supervisor about Department issues

Meets department productivity standards

Participates in developing department goals, objective, and systems

Assists to establish department measurements that align and support the accomplishment of the University's strategic goals

Adheres to the department budget.

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree required; Master's degree preferred

Previous work experience in a records and registration office within higher education highly preferred; or administrative academic work in health science programs within higher education.

Colleague or other student information system or experience preferred.

ARGOS or other reporting system experience preferred.

New Innovations experience preferred.

Interpersonal/human relations skills.

Organization and time management skills.

Problem solving and critical thinking skills.

Ability to operate personal computer and various software programs.

Ability to maintain confidentiality.



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Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

Cover Letter

Current resume or CV

Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.

Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact