



JOB DESCRIPTION-PART TIME REGISTRATION ASSISTANT

General Description/Primary Purpose:

The Part-Time Registration Assistant provides clerical and administrative support to the Registrar's Office, ensuring accurate maintenance of student academic records and assisting with enrollment-related services. Responsibilities include data entry, filing, scanning, processing student documents, answering phone calls and emails, and providing customer service to students, faculty, and staff. This position assists with registration, transcript processing, graduation applications, and other registrar functions as assigned. The role requires attention to detail, confidentiality, and strong organizational skills.

Classification: Part-time Staff

Salary: Salary commensurate with experience and qualifications.

Appointment: 12 month, Part Time

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 Murray State College will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

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

Description of Duties and Tasks:

1. Evaluation and transcription of transfer credits into the Colleague System
2. Assist students, faculty, and staff with transfer evaluation.
3. Review and ensure accurate data in the computerized system.
4. Enter data into the computerized registration system. This includes updating student demographic information such as address, phone number, email, etc.
5. Assist with correspondence from students, staff, and faculty, including but not limited to emails, phone calls, and in-person communication.
6. Assists in problem resolution regarding academic student records and routes issues to other staff as appropriate.
7. Perform general office duties, i.e., file preparation, answering phone, filing documents, preparing general correspondence, audit files, etc.
8. Reports to the Registrar.
9. Adheres to all institution policies and procedures and all federal and state regulations.

10. Exhibit proactive attitudes and actions and perform job duties promptly.
11. Perform other related duties and responsibilities as assigned.
12. Complete all required training assigned by human resources.
13. 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 these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the job's essential functions, with or without reasonable accommodations, using some other combination of skills and abilities.

- Knowledge of general office practices and recordkeeping.
- Skill in data entry, organization, and attention to detail.
- Proficiency with computers and standard office software.
- Ability to communicate clearly and professionally.
- Ability to maintain confidentiality and follow procedures.
- Ability to work independently and as part of a team.

Hours:

Part-time hours will not exceed 29 hours per week. The schedule is subject to change depending on the schedule of the employee and the needs of the department.

Qualification Standards:

1. **Minimum Qualifications:** High school diploma or equivalent.
2. **Minimum Experience:** One year of clerical, office, or customer service experience is preferred.
3. **Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must be permitted to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC background check consent form.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
mscemployment@mscok.edu

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

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN 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.