OFFICE OF HUMAN RESOURCES

POSITION ANNOUNCEMENT

POSITION TITLE: Registration Service Specialist

PERSONNEL STATUS: Contingent II/Non-Exempt

DEPARTMENT: Office of the Registrar

OPEN DATE: August 22, 2014

CLOSING DATE: September 5, 2014

Responsibilities: Assists with day to day electronic records systems for the Office of the Registrar; monitors the imaging process; serves as the assistant security officer for student records; submits uploads to National Student Clearinghouse, classroom assignments and security access for faculty and staff; assists with graduation clearance; prepares final examination schedules; performs other duties as assigned.

Qualifications: Bachelor's degree required. Minimum of one (1) year of experience in higher education required. Experience in the Office of the Registrar preferred. Knowledge of state and federal policies with a general understanding of FERPA regulations. Skilled in the use of integrated student information systems. Experience with PeopleSoft preferred.

SALARY: $31,894 - $35,000   **GRADE: 9**   (Up to a $2500.00 health insurance stipend)

APPLICATION: Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

<div align="center">

Office of Human Resources
Bowie State University
14000 Jericho Park Road
Bowie, MD 20715
JOBS@bowiestate.edu

Bowie State University is an Equal Opportunity/Affirmative Action Employer
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Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.

To download the BSU application, go to http://www.bowiestate.edu/files/resources/staff-employment-application.pdf

In accordance with The Clery Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.