

## Academic Records and Administrative Specialist

**Job-Type:** Full time  
**Classification:** Non-exempt  
**Location:** Rome  
**Department:** Registrar

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### Office Mission

To ensure academic integrity through record maintenance and to serve the college, the students, community and other numerous clients, by providing information in an efficient manner with a Christ like approach. The Registrar's office maintains academic records for students who enroll at Shorter University.

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### Job Description

We strive to hire excellent people and expect excellence. Great people make great teams and will keep our department strong. We operate with a staff of five and need someone who can:

- PROVIDE excellent customer service
  - LEARN with a teachable spirit.
  - PROCESS record updates, audits, requests, and scheduled tasks.
  - MANAGE filing, inventory, supply orders, and front window duties.
  - COMMUNICATE effectively with customers, team members, and team leaders.
  - ASSIST with commencement, orientation, and other activities as needed.
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### Skills & Requirements

Must Haves:

- Detail oriented and able to multitask
- Appreciates receiving excellent customer service as much as they enjoy providing it
- Incredible communication skills
- Great decision making skills
- Willing to help other team members without being asked
- Bachelor's degree

Other Desirables:

- Experience with a higher education work environment
- Experience with Jenzabar EX and Microsoft Office

We WANT someone who:

- Can win and lose as a team
- Has a healthy work life balance
- Works in their strengths

Apply: <https://home.eease.adp.com/recruit/?id=15564271>