



**Title:** Registration Coordination  
**Department:** Registrar  
**Status:** Non-Exempt, Full-time  
**Classification:** Staff  
**Start Date:** Immediate

### **Summary**

The Registration Coordinator is responsible for maintaining student records (i.e. major/minor, advisor and name changes). They will process transcripts, enter transfer credits, and provide enrollment or degree verifications as requested. The Registration Coordinator will handle file maintenance including receipt of new files from the Admissions Department (file review for official documents and check-in). This position handles CCP registrations, advisor assignments, and student worker employment as well as other duties as assigned.

Enjoy a 35-hour work week (8:30am-4:30pm), paid holidays, a generous vacation policy and comprehensive medical benefits.

### **Minimum Eligibility Requirements:**

#### **Knowledge, Skills & Abilities**

#### **Education:**

- An Associate's degree is required or relevant experienced.
- A Bachelor's degree is preferred

#### **Experience:**

- Minimum 2-3 years of related experience in higher education is preferred.

#### **Skills & Abilities:**

- Possess excellent written, verbal, and interpersonal communication skills
- Have superb customer service skills and the ability to maintain confidentiality
- Be proficient in Microsoft office and basic systems functions
- Able to define and analyze complex situations and manage multiple projects simultaneously.

- Have an attention to detail and be highly organized
- Ability to learn and apply departmental procedures and safety regulations.
- Ability to follow written or oral instructions precisely and accurately
- Advanced proficiency in Microsoft Office Suite, especially Word and Excel

HOW TO APPLY: Please send a resume, and cover letter to: [careers@ndc.edu](mailto:careers@ndc.edu). Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.