



Posting Date: October 23, 2020

Position: Registrar / Administrative Assistant

Classification: Confidential

Position Start Date: Immediately

Employment Status: Full Time (1.0 FTE) – 260 days a year with full benefits

Qualifications: See Job Description

Annual Salary: \$34,483 to \$44,097 based on the current Confidential Employee Salary Schedule and depending on experience. Salary will be prorated based on start date.

Posting Deadline: November 6, 2020, at 4:00 p.m.

Application Procedure: In District: (Current Employee on Contract with the BSD5J) Submit a Letter of Interest and Resume to Sandy Mitchell, BTI Marketing & Program Coordinator, at sandy.mitchell@bakersd.org.

Out of District: Apply at <https://bakerti.org/careers/>. If you have any questions, please call Sandy Mitchell, at 541-524-2651 Ext. 6502, or email at sandy.mitchell@bakersd.org.

District Policy: It is the district's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215).
OR Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.



Job Title: Registrar/Administrative Assistant
Reports To: BTI President
FLSA Status: Exempt

JOB SUMMARY

The Registrar/Administrative Assistant is responsible for all new and returning student registrations by processing paperwork, records requests, and communicating essential information to the appropriate department. This position is responsible for student records, all facets of data management, and will perform the necessary tasks as required of an administrative assistant for the general operations and staff at Baker Technical Institute. Employee must be able to perform tasks which involve independent judgement with speed and accuracy, interpret and apply policies, laws, rules and regulations; learn policies; maintain harmonious working relationships with other employees, students, and strategic partners of Baker Technical Institute. This position will support both post-secondary and secondary students, staff, and processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

GENERAL DUTIES: REGISTRAR

1. Oversees all operations in the registration process.
2. Assists students with enrollment and withdrawal of classes.
3. Manages records of student information, including academic results, financial accounts, and class enrollment.
4. Provide support, assistance, technical advice, guidance and information to students, staff, and visitors.
5. Provide service excellence through courteous, informed, accessible and professional engagement.

GENERAL DUTIES: PERSONNEL/HR

1. Comply with district, state, and federal laws, rules, and regulations to complete assigned duties.
2. Prepare recruiting materials for all job vacancies and maintain files of applicants for employment.
3. Set up and maintain personnel files, working closely with Baker School District personnel office. Verify the completeness of all documentation pertaining to new hires and process in accordance with established procedures.
4. Maintain files on each current and former employees.
5. Work closely with CTE Coordinator to monitor licenses, endorsements, and conditional assignment permits for each license renewal for staff teaching and issuing high school credits.
6. Maintain awareness and be knowledgeable of Professional Development Units (PDUs).
7. Work with various college accreditation organizations to assist with ensuring staff maintains credentials allowing for instructors to issue college credits.
8. Maintain job descriptions for staff.
9. Make travel arrangements as requested.
10. Interact positively with patrons, students, teachers, staff, and administrators.
11. Maintain confidentiality in all areas.

GENERAL DUTIES: MARKETING

1. Assist with the development of marketing and merchandising materials.
2. Create and/or utilize social media platforms for marketing and communication.
3. Work with instructors, board members, staff and stakeholders to achieve brand goals.
4. Assist with event marketing and setup.

GENERAL DUTIES: STAFF SUPPORT

1. Comply with district, state, and federal laws, rules, and regulations to complete assigned duties.
2. Take telephone calls and independently provide requested information.
3. Assist with class registration and logistics.
4. Assist with business development projects and marketing as assigned.
5. Interact with administrators, staff, and patrons.
6. Coordinate meetings with staff and other stakeholders.
7. Establish student reporting process and maintain student files.
8. Coordinate and complete HECC required compliance and reporting duties.
9. Maintain confidentiality in all areas.
10. Assist staff with purchases, travel, etc.

MISCELLANEOUS GENERAL DUTIES

1. General support functions for all BTI programs.
2. Oversees registrations process for new and returning students.
3. Work with student information system to enter students and complete reports.
4. Prepare client invoices and maintain vendor relationships with professional decorum.
5. General administrative duties.
6. Client acquisition work, tours, speaking engagements, presentations, etc.
7. Perform other duties and responsibilities as required.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend District trainings and staff meetings as required.
2. Serve on building and District and school committees and councils.
3. Report issues to authorities as necessary, animal control, suspicious activity, etc.
4. Reports safety, sanitary and fire hazards immediately to supervisor.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

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.

- **Education and/or Experience:** High School Diploma, GED or higher. Licenses as determined by the District including a valid Oregon Driver License, etc. Prior secretarial, social media and marketing experience strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Must be able to work effectively as a team member. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Must be able to multi-task efficiently. Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner. Demonstrated ability to successfully work and maintain harmonious relationships with students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret simple instructions, short correspondence and memos. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email as approved by the District. Ability to proficiently use the following programs: MS Word, Excel, Google Mail and Google Docs. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Must be able to perform tasks which involve independent judgement with speed and accuracy, interpret and apply policies, laws, rules and regulations; learn policies; maintain harmonious working relationships with other employees, and patrons of the District. Must be knowledgeable of Business English, general office procedures and practices, and have a working knowledge of office equipment. Ability to appropriately communicate with administration, staff, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Annual completion of SafeSchools online training required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

As an exempt employee, occasionally perform work beyond a normal 40-hour work week when workload requires.

The work environment is located at Baker Technical Institute and the office equipment includes, but is not limited to, fax, copier, phone, computer, etc. The noise level in the work environment is usually low to moderate but occasionally high depending upon the number of people in the building attending meetings and activities. The work may require travel between school buildings, other agencies, and local businesses. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department

Prepared Date: October 2020

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date