



Leadership in Higher Education Registration and Records Intern

Department: Registration and Records

Title of Internship: Registration and Records Intern

Registration and Records Internship Description

Position Description:

This internship will be a 10 hour per week commitment. The other 10 hours will be completed in Academic Advising Internship. In the Office of Registration and Records, this position will offer a unique opportunity to participate in Commencement planning and all activities surrounding the graduation process. Duties will include reviewing Degree Audits, processing Applications for Graduation and Graduation Plan forms, updating student records in Colleague, attending Commencement and assisting in diploma distribution.

Major Internship Responsibilities:

1. Develop skills to process undergraduate Applications for Graduation.
2. Become proficient using Colleague to update student records.
3. Perform Degree Audits on all senior files with the goal of achieving “Anticipated Complete” status leading to graduation.
4. With Associate Registrar, work out problems with seniors as they approach completion of degree requirements (meetings, emails, phone calls).
5. Become familiar with core and major/minor requirements to successfully advise students as they schedule their final semester at B-W.
6. Determine how transfer credit applies to the student’s academic program.
7. Update transfer credit database to reflect new semester course numbers going into effect between Fall 2012 and Fall 2013.

Preferred Background or Skills:

1. Experience with liberal arts education.
2. Excellent oral and written communication skills (including public speaking).
3. Skill in multi-tasking and working well independently.
4. Knowledge of computer applications, including internet and Excel.
5. Understanding of FERPA requirements for student privacy and confidentiality.
6. Commitment to B-W’s Community Standard of Conduct and embracement of the professional ethics of the Ohio Association of Admission and Registrar Officers.

Special Considerations:

None

Special Hours:

Intern must attend Commencement

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

None