Job Description

Job Title: Associate Registrar, Berkeley Law
Job ID: 17331
Department: Law
Full/Part Time: Full-Time
Regular/Temporary: Regular

Departmental Overview
UC Berkeley School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The mission of the Berkeley Law Registrar's Office is to provide excellent service and official information to students, faculty, staff, central administration and external constituencies. The Registrar's Office collects and disseminates student and academic information through processes that ensure the integrity and security of all records. The Associate Registrar provides a wide range of student services duties and responsibilities for the law school. Provides assistance to the dean/chair, faculty, and students in academic advising, recruitment, admissions, financial aid, course coordination/scheduling, student orientation, degree auditing and Bar certification.

Responsibilities
(*essential job functions)
20% *Manage eGrades inquiries and data submission. *Set up application, inform faculty of eGrades availability, collect raw scores, follow up on technical problems, and approve grading curves.

20% *Work with systems to query databases for annual ABA and US News and World Reports statistics and other reports as needed.

30% *Conduct degree audits for JD, LLM, and JSD students. *Inform students of unmet requirements, handle exceptional cases, and manage degree audit applications. *Work with programmers to address transcript problems and update database as needed.

20% *Conduct compliance checks on student enrollments and registration, including overlapping classes, overloads or underloads of units, incorrect grading options, enrollment in required classes, registration blocks, and unpaid fees. *Communicate with students and make necessary updates to databases.

10% *Respond to student, faculty, and public inquiries. *Maintain updates for registrar section of Law School web site. Other duties as necessary.
Required Qualifications

- Meticulous attention to detail.
- Knowledge of advising and counseling techniques.
- Strong computer skills, with the ability to query campus databases, manipulate data, and create reports.
- Strong interpersonal skills, including multicultural competencies; ability to work with diverse populations with diplomacy, poise, and tact.
- Skills in service orientation, active listening, critical thinking.
- Excellent ability in problem identification, reasoning; ability to apply creative problem-solving skills to develop solutions within established policies and guidelines.
- Ability to multi-task, strong verbal and written communication skills; excellent organizational skills.
- Ability to successfully complete a criminal background check.

Preferred Qualifications

- Knowledge of University-specific computer application programs and pertinent databases, preferred.
- Knowledge of University processes and procedures and understanding of University rules and regulations, preferred.

Salary & Benefits

The hiring salary range: $38,100-$56,600.
For information on the comprehensive benefits package offered by the University visit: http://atyourservice.ucop.edu/forms_pubs/misc/benefits_of_belonging.pdf

How to Apply

Please submit your cover letter and resume as a single attachment when applying.
Apply here: http://jobs.berkeley.edu/job-listings.htm

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer.