

**Job Title:****Associate Registrar, University****Job Description:**

Under the direction of the Registrar, the Associate Registrar of Clinical Education plays a vital role in the Registrar's Office. This position encompasses a wide array of responsibilities within the Registrar's Office. The Associate Registrar of Clinical Education works in collaboration with the Office of Community and Clinical Affairs and provides expert guidance on workflow processes associated with OMS-IV clerkship/course management. This role oversees the accuracy of registering OMS-IV students during the clinical phase of the Osteopathic Medicine program for degree completion.

**Reports to:**

Registrar, Office of Registrar

**Classification:**

Staff, Full Time, Exempt

**Essential Duties:**

The essential functions (i.e., the fundamental job duties of the position) are as follows:

- Register and manage OMS-IV clerkships and electives in the student management system (SONIS).
- Serve as the liaison between the Registrar's Office and COM Clinical Affairs.
- Assist in the development of procedures and processes for the management of students in the basic and clinical phases of their educational program.
- Assist in updating and revising the Student Clerkship Manual.
- Collaborate with Clinical Affairs for timely submission of OMS-IV grades.
- Assist with COMLEX and USMLE certifications.
- Enter COMLEX Level 2CE scores from NBOME in the student management system (SONIS).
- Assist in the training of potential new hires for the Clinical Affairs department.
- Assist the Office of Community and Clinical Affairs with course/rotation updates.
- Work in collaboration with Clinical Coordinators in resolving scheduling issues.
- Maintain student records within FERPA guidelines.
- Respond to student inquiries concerning rotations.
- Assist in uploading documents for AAMC VSLO/ERAS systems for COM students.
- Assist in auditing transcripts for degree completion.
- Assist with licensing requirements for State Boards.
- Assists in processing student requests for official transcripts and enrollment/degree verifications.
- Other duties as assigned in the daily operation of the Registrar's Office.

**Qualifications/  
Education:****Education:**

- Bachelor's degree required
- Master's degree (preferred)

**Skills & Experience:**

- Scheduling experience within a medical school or a higher education institution preferred.
- Solid planning, analytical, organizational, and strategic thinking skills.
- Must be detail oriented.

- Demonstrated managerial skills.
- Demonstrated ability to exercise sound judgment, prioritize tasks, and anticipate and problem-solve issues as they arise.
- Sound judgment, tact, and diplomacy in situations of high sensitivity and the ability to interact with personnel at all levels of the University and community.
- Ability to work in a multi-cultural environment with a commitment to diversity, equity, and inclusion.
- Ability to work in a team environment or independently.
- Experience working with student records systems preferred.
- Strong interpersonal, oral, and written communication skills.
- Ability to communicate, interact, and work effectively and cooperatively with students, faculty, and staff.
- Knowledge of FERPA

**Compensation:**

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$60,500 - \$85,000, however, salary is commensurate with experience.

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to [careers@chsu.edu](mailto:careers@chsu.edu) and type **Associate Registrar** in the subject field of the email.

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