

Job ID

1181516

Position: **Registration Data Specialist**

Location: Barnes-Jewish Hospital Goldfarb School of Nursing St. Louis, MO

Job Grade: N17

Full-Time

Regular

Role Purpose: Responsible for integrating all significant grade and course sequencing information into the Student Information system throughout each student's academic program. Comply with Federal and College policies and practices that protect student information.

Responsibilities - Covers the technical side of the registration department. Must have intermediate to advanced Excel and SQL capabilities. Also:

- Performs registration functions.
- Reviews external transcripts for transfer credit.
- Responds to external inquiries of academic program completion.
- Works with our vendors for Commencement and Honors Convocation.
- Complies with Federal and College policies and practices that protect student information.

Minimum Requirements: • Bachelor's Degree, Related field of study

Experience • 2-5 years

Benefits Statement: Not all benefits apply to all openings

- Comprehensive medical, dental, life insurance, and disability plan options
- Pension Plan\*/403(b) Plan
- 401(k) plan
- Tuition Assistance
- Health Care and Dependent Care Reimbursement Accounts
- On-Site Fitness Center (depending on location)
- Paid Time Off Program for vacation, holiday and sick time