

Coordinator II/Coordinator III (4 positions)

Miami University

Job Description Summary

These professional registrar positions are responsible for monitoring and maintaining database applications and processes about one or more of the following areas of specialization within the office of the University Registrar: Class scheduling, transfer evaluation/articulation, degree clearance, curriculum approval, registration, and academic records.

This position may be approved for remote work on a hybrid basis. Remote work is not a right, but a working arrangement that can be modified or revoked by Miami University at any time for any reason.

Duties and Responsibilities

- Communicates policies, timelines, and deadlines with academic departments regarding the business processes of the University Registrar's office and ensures that deadlines are met, policies are enforced, and processes followed. Addresses non-compliance with policies and procedures. Ensures accuracy of data in Banner and supplemental systems.
- Manages and troubleshoots University business systems and provides guidance and training to faculty, department/division administrators, and students on all campuses to facilitate the use of these systems and applications including, but not limited to, Administrative Banner and Banner Self-Service, 25Live, PAVER, Transferology, uAchieve, BI Publisher, CAT/CIM, Change of Program, Change of Grade, and ROR.
- Manages and programs for all campuses' basic Banner and integrated software processes and applications related to functions such as semester/term development and scheduling, registration, end-of-term closure, degree clearance and posting, course catalog maintenance, degree audit, and transfer credit articulation and posting.
- Resolves complex issues for faculty, staff, department/divisional administrators, and students.
- Performs testing of Banner, Workday, and/or other University business systems for upgrades, enhancements, and production issues.
- Other duties as assigned.

Additional Responsibilities for Coordinator III

- Trains and directs workflow and assigns tasks to the office of the University Registrar support staff. Has significant input in performance evaluations of support staff. Manages student workers.
- Resolves complex and/or escalated issues for faculty, staff, department/divisional administrators, and students.
- Performs and coordinates testing of Banner, Workday, and University business systems (noted above) for upgrades, enhancements, and production issues.
- Other duties as assigned.

Minimum Qualifications

Coordinator II Minimum Qualifications

- Bachelor's degree (by employment start date) plus one year of experience, or Associate's degree (by employment start date) plus three years of experience or seven years of experience with increasing responsibility.

Coordinator III Minimum Qualifications

- Bachelor's degree (by employment start date) plus two years of experience in a university registrar office, or Associate's degree (by employment start date) plus four years of experience in a university office or eight years of experience in a university registrar office.

Preferred Qualifications

- Experience working within a team environment.
- Experience with staff training and supervision, and experience in a University Registrar's Office or academic division, academic department, or academic advising office including functions and practices.

Required Knowledge, Skills, and Abilities

- Effective written and oral communication.
- Must possess strong analytical, problem-solving, and communication skills congruent with collaborative management style.

Preferred Knowledge, Skills, and Abilities

- Knowledge of student information systems (Ellucian Banner strongly preferred) and depending on areas of specialization, supplemental systems and applications such as 25Live, uAchieve, Transferology, CAT/CIM. Knowledge of University policies, and federal and state regulations.
- Microsoft Office (Excel and Microsoft Word) and data analysis

Required Application Documents

Resume and cover letter

Additional Information

A criminal background check is required. All campuses are smoke- and tobacco-free campuses. This organization participates in E-Verify.

Remote Work

For positions that are approved for remote work: Remote work is not a right, it is a work arrangement that can be modified or revoked by Miami University at any time for any reason, including the convenience of the University.

Reasonable Accommodations

Requests for reasonable accommodations for disabilities related to employment should be directed to ADAFacultyStaff@miamioh.edu or 513-529-3560. Questions and follow-ups regarding requests should also be directed here.

Diversity Statement

[Miami University](#) is committed to creating an inclusive and effective teaching, learning, research, and working environment for all. For more information on Miami University's diversity initiatives, please visit the [Office of Transformational and Inclusive Excellence](#) webpage. For more information on Miami University's mission and core values, please visit the [Mission and Core Values](#) webpage.

Equal Opportunity/Affirmative Action Statement

Miami University, an Equal Opportunity/Affirmative Action employer, encourages applications from

minorities, women, protected veterans and individuals with disabilities. Miami University prohibits harassment, discrimination and retaliation on the basis of age (40 years or older), color, disability, gender identity or expression, genetic information, military status, national origin (ancestry), pregnancy, race, religion, sex/gender, status as a parent or foster parent, sexual orientation, or protected veteran status in its application and admission processes, educational programs and activities, facilities, programs or employment practices. Requests for reasonable accommodations for disabilities related to employment should be directed to ADAFacultyStaff@miamioh.edu or 513-529-3560.

Clery Act

As part of the University's commitment to maintaining a healthy and safe living, learning, and working environment, we encourage you to read Miami University's Annual Security & Fire Safety Report at: <http://www.MiamiOH.edu/campus-safety/annual-report/index.html>, which contains information about campus safety, crime statistics, and our drug and alcohol abuse and prevention program designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at university events and activities. This report also contains information on programs and policies designed to prevent and address sexual violence, domestic violence, dating violence, and stalking. Each year, email notification of this website is made to all faculty, staff, and enrolled students. Written notification is also provided to prospective students and employees. Hard copies of the Annual Security & Fire Safety Report may be obtained from the Miami University Police Department at 513-529-2223.

Labor Law Posters for Applicants

Please visit our [Labor Law Posters](#) webpage to access all relevant and applicable labor law information.