



**Posting Date:** April 2025

**Position:** Records Coordinator

**Department:** Registrar's Office

**Hours per Week:** 40

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College, located in Milwaukee, WI., is seeking applicants for a full-time, Records Coordinator. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

### **Primary Duties and Responsibilities**

*The following information is not meant to be all-inclusive.  
Other duties and responsibilities may be assigned as necessary.*

Managing and maintaining activities and processes related to academic records. Collaborate with all Registrar staff in the on-going development of a technologically efficient, effective, student-friendly office.

Responsibilities include:

1. Accurately maintain documentation and records including, but not limited to, transcripts, graduation lists
2. Managing the front desk, including greeting students, answering calls, responding to voicemails etc.
3. Assist with new student file processing
4. Assist with graduation related tasks e.g. ordering diplomas
5. Process requests e.g. transcripts, enrollment verification, change of majors, demographic information etc.
6. In coordination with Marketing, make regular and timely updates to Registrar webpage and forms
7. Participate in department meetings, committees, and official College functions when appropriate
8. Perform other tasks as necessary to support the Registrar's Office and the mission of the College
9. Comply with safety procedures and maintain clean and orderly work areas

### **Qualifications and Education**



**Qualifications Required:**

1. High School diploma is required. Bachelor's Degree is preferred.
2. Three to five years of administrative work experience.
3. Ability to work in a high volume, fast paced, customer service-oriented environment.
4. Excellent organizational skills.
5. Attention to detail, strong organizational competence, and the ability to coordinate multiple deadlines simultaneously. Must be able to work with frequent interruptions and professionally respond to variations in schedules and plans.
6. Must be proficient in Microsoft Office Suite including, but not limited to Word, Excel, and Outlook, including mail merge functions and database management.
7. Flexible and collaborative work style with the ability to interact effectively with a variety of audiences and departments.
8. Excellent customer service skills and the ability to communicate and respond to both internal and external customers professionally in a timely manner.
9. Must have strong written communication skills including the ability to read, interpret, edit, and complete documents.
10. Must be self-directed with strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
11. Ability to handle confidential materials and information in a professional manner.
12. Ability to speak and hear. Must be able to freely move throughout the campus.
13. Must have the ability to occasionally lift and/or move up to 20 pounds.

**Working Conditions**

General office environment with activity peaks.

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**How to Apply**

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

**Please attach your cover letter, resume, and list of references to the online application**

*Alverno College is an Equal Opportunity Employer and committed to workplace diversity*