



Maine School of Science and Mathematics

Where Going Beyond is the Norm

JOB POSTING

Registrar/Academic Assistant

Application Posting Date: Tuesday, May 13, 2024

Application Closing Date: Until suitable candidate is found

Summary: The Maine School of Science and Mathematics seeks a Registrar/Academic Assistant to support the efficient operation of all the Academic Programs. The successful candidate will be a team-oriented, self-starter with strong oral and written communication skills, superior attention to detail, excellent organization and record management skills as well as the ability to multi-task.

Position Description: The primary responsibilities include:

- Promotes positive public relations with the community and school; maintains records of the Academic Office pertaining to student information, registration, schedules, grades, test scores, special education files, and any other related data;
- Manages and provides technical assistance and training for the school in student information systems {Infinite Campus }
- Manages; dual enrollment documentation (grade reporting), working directly with the University of Maine Presque Isle (UMPI) Early College Counselor in coordinating yearly course offerings, facilitating new faculty and new course offerings, assisting students with course registrations, and providing guidance to students in obtaining the AALS degree from UMPI
- Submits all reports to the Department of Education
- Coordinates Graduation and related activities.

Qualifications:

- Three years of related educational work experience and/or training; or equivalent combination of education and experience
- “Customer service” orientation, with excellent public relations skills
- Ability to assist others in preparing reports and related data, including statistical analysis of student records
- Knowledge of proper correspondence, communication, and etiquette in hardcopy, verbal, and email correspondence
- Knowledge of Infinite Campus, or similar student information system (preferred)
- Knowledge of and an ability to work with Google Suite, Microsoft Word, Excel, Access, basic computer hardware and any other computer software required to perform the duties required
- Desire to continue career advancement
- Ability to maintain confidentiality of student records



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Reliable, consistent attendance is a requirement and essential function of this position. Punctuality and dependability are essential in order to meet the needs of the school

Compensation: Salary to be determined pending qualifications.

If you are interested in the above position and meet the eligibility requirements, please complete and return an [MSSM application for employment](#), a cover letter, CV/resume, and three references or letters of recommendation to employment@mssm.org or via fax at 207-325-3340 attention: Tracy Moore

MSSM is an Equal Opportunity Employer