

Associate Registrar Student Data Tufts University

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Downloaded On: Oct. 7, 2024 2:08am

Posted Jul. 31, 2024, set to expire Dec. 31, 2024

Job Title	Associate Registrar Student Data
Department	Office of Student Affairs
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://jobs.tufts.edu/jobs/20790?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Registrar's Office is imbedded within the Office of Student Affairs (OSA) of the Tufts University School of Medicine. The Office of Student Affairs is responsible for all enrollment management, student, advisors and Coach support services. The two offices provide a number of services to over 850 students, 400+ faculty members, the TUSM clinical affiliates, Maine Track and TUSM academic and administrative offices. The OSA oversees the coordination of the clinical curriculum, manages the career advising and residency application process for medical students, plans and executes many events including orientation programs for 1st, 2nd & 3rd year students, White Coat ceremony, Match Day and Commencement activities. The Registrar's Office is responsible for the management of the administrative student information systems, annual registration, administration of the Visiting Clerkship Program, the annual clerkship scheduling processes, clerkship director meetings, the Student Ethics and Promotions Committee, the annual publication of the clerkship catalogs, 3rd Year Orientation Guide and the Clerkship Director Guides. The Registrar's Office also helps support all OSA events.

What You'll Do

Establish and sustain strong, viable interfaces between the Registrar's Office, university and school offices and our clinical affiliates. Provide strong leadership in all matters pertaining to student and course data, data gathering, data security, data sharing and data analysis. Manages and supports the use of technology resources for the Registrar's Office and the Office of Student Affairs. Serves as project lead for the 3rd Year Clerkship scheduling processes. Provides technical support for current and future Student Records databases. Is responsible for student data updates in SIS. Will be the point of contact for assisting Coaches and Clerkship Directors for OASIS support. Engages in compiling a variety of statistical reports off of TUSM data; including student, grade, enrollment and survey data for administrative offices as well as outside organizations. This individual fully understands university academic policies, procedures and degree requirements as well as FERPA. S/he will be an expert in student systems and may train others as needed. Participates in administrative support for additional tasks and projects as determined by the Registrar. The Associate Registrar will assist with the management of department functions and communications.

- Maintains accurate records and compiles a variety of statistical reports of TUSM data; including but not limited to student, grade distribution, enrollment, survey data, exam performance, Match data, University Fact Book, annual LCME Questionnaire and city of Boston requests. Is responsible for maintaining student and course data in StuART, SIS, OASIS, Aquifer and the AAMC Student Record System. Runs student and graduate transcripts from SIS and StuART as needed.
- Assists students, faculty, Clerkship Directors and Coaches as necessary in accessing and using OASIS, SIS, Canvas and Aquifer. Maintains the class and clerkship elists. Updates and maintains the each of the 6 Core Clerkships information and material on Canvas.
- Serves as project lead for the annual 3rd Year Core Clerkship scheduling. Creates the 3rd Year scheduling calendar. Responsible for updating on an annual basis the Third Year Orientation Guide and Clerkship Director Guides. Assist with the update of grading policies before the start of each academic year. Maintain and update the grade distribution documents for each of the 6 core clerkships for review at the quarterly clerkship director meetings. Creates and maintains Aquifer

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users and courses. Set up new courses and enroll students annually. Delete users after graduation.

- On a regular basis is responsible for downloading weekly NBME Step 1 and Step 2CK exam results and distributing as necessary. Import preclinical grades files from the Office of Educational Affairs. Assists with the National Board of Medical Examiners end-of-clerkship examination process (approx. 60+ exams/yr).
- Serves as the “in-house” expert of the OASIS system for other users.
- Sets up the OASIS evaluations for each academic year and maintains them throughout the academic year. Responds to new requirements and requests in a timely fashion. Trouble shoots any problems.
- Manages the LIC evaluation set up: including the assignment of preceptors to students and setting up the correct open/close dates for SPEs.
- On a daily basis, is responsible for reading and distribution of the Student Performance Evaluations from OASIS. Notifying the Dean immediately of any concerning issues regarding student performance/behavior.
- Develops the clerkship Student Performance Evaluation deadline calendar and monitors compliance. Sending reminders to clerkship and site directors as necessary and informing the Dean for Educational Affairs, the Dean of Students and the Assistant Dean for Student Enrollment of those not in compliance.
- On an annual basis, set up HIPAA, Universal Precautions, Student Treatment Policy, Honor Code, Needlestick Protocol certifications on Canvas. Monitors annual registration compliance of these certifications for all 4 classes of students. Coordinates the required Mask Fit sessions, the distribution of the questionnaire to the students and the HIPAA compliant review of the returned questionnaire by Occupational Health. Also, in conjunction with Student Health and Administration, ensures that all students are in compliance with immunization requirements. Coordinates with TU Human Resources to conduct the required annual national background checks on the 2nd, 3rd and 4th year students.
- Serves as a Veterans Affairs Certifying Official. Assists veterans in obtaining their education benefits. Updates Enrollment Manager as appropriate. Updates the annual VA catalog, assists with 85/15 calculation/waiver, completes required annual training hours, responds to and preps for VA and Dept of Education audits.
- Establishes the calendar of scheduled exports of student and course data to our clinical affiliates (over 70 sites). Sends data as scheduled. Responds to new requirements and requests from clinical affiliates in a timely fashion. This is a critical function of the position – we must ensure smooth and timely onboarding of the students to our clinical affiliates.
- Serves as a technical resource on events such as Commencement, Orientation, White Coat Ceremony, Dean’s Letter and other OSA events.

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- Coordinates aspects of the annual MSPE; works with others in the office on this critical project.
- Serves as the administrator for the Core Collaborators Committee and 2 of the Core Clerkship Director Committees. In conjunction with the Chair of the Committees and Dean of Students, compiles the agenda, schedules meetings, takes minutes and distributes meeting materials.
- Will supervise the Administrative Coordinator/Graduate records position.

What We're Looking For

Basic Requirements:

- Knowledge and experience typically acquired by 2+ years of related registrar experience and Bachelor's degree
- Knowledge of Microsoft office suite (especially Access) and student information systems is required as are excellent communication and presentation skills, ability to work effectively with diverse populations, ability to manage competing demands, excellent problem-solving skills, and ability to work independently and as part of a team.
- Flexibility and demonstrated competence to assess priorities, manage a variety of activities in a time-sensitive environment, and meet competing deadlines with attention to detail and quality.
- Strong interpersonal and written/verbal communication skills.
- Ability to interact professionally with all levels of students, staff and faculty. Position involves dealing with confidential information, must exercise appropriate discretion.

Preferred Qualifications:

- Experience in a student services leadership role

Pay Range

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

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Contact

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