



**SNOW
COLLEGE**

OPEN POSITION:

Records Assistant- General



About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



The Job

Description:

Under the direction of the Registrar and Transfer Articulation Coordinator, the Registration Assistant provides excellent customer service to students, faculty, and the general public by phone, electronically, and in person. Registration Assistant's help students with registration, process transcript requests and provide timely and accurate information concerning Snow College policies and procedures.

Qualifications:

- Associate degree is preferred
- Snow College graduates strongly encouraged to apply
- Experience with Banner preferred

- Applicant should have:
- Demonstrated experience in working well with the public and projecting a professional appearance and work ethic, excellent customer service;
- Experience in Banner student system (preferred);
- Problem solving skills, an ability to multitask and seek solutions to everyday problems;
- The ability to work independently toward a common goal AND collaborate for the common good of the institution as a whole;
- Excellent organizational, planning, written and oral communication skills, excellent phone skills required;
- Computer literacy in Word, Excel and data entry/management and be willing to learn new software and technical skills; and
- Demonstrated an optimistic and positive outlook.

Duties:

- Assist students with registration and provide information on Snow College policy and procedure;
- Provide excellent customer service to students, faculty, and the general public, on the phone, electronically and in person;
- Process incoming and outgoing mail, phone calls, and e-mail;
- Complete daily transcript and enrollment verification requests;
- Coordinate general office duties including record keeping, filing, processing mail, word processing, creating flyers/handouts and ordering supplies.
- Process and scan student records information;
- Enter data in the Banner Student Information System;
- Take photographs and distribute ID Cards;
- Ability to work during the business hours of 8:00 a.m. – 5:00 p.m.;
- Other duties as assigned.

\$ 13 an hour, 20-28 hours per week (flexible).

Required documentation: three references at time of interview

Attachments are not accepted with online applications. Please recognize the application questions will be used to determine eligibility for this position.

Snow College is an Equal Opportunity/Affirmative Action employer and educator. The college strongly encourages individuals from underrepresented groups, women, veterans, and those with disabilities to apply.

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The College was established in 1888; excellence continues to be the hallmark of all our work and activities. We are the preferred choice of approximately 6,000 students, with 600 students attending the Richfield campus, who want a small College experience filled with a variety of many different activities, events, and performances. With campuses located in Ephraim, Richfield, and online, students complete degrees in Associate of Arts, Science, or Applied Science with numerous specialized, short-term technical training certificates and diplomas including a few Bachelor's degrees. To learn more about Snow College, please visit our [website](#) or see our [job brochure](#) ([Download PDF reader](#)) ([Download PDF reader](#)) ([Download PDF reader](#))

Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

Strategic Plan

This position is an important part of the College's [Strategic Plan](#).

Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the [Sanpete County Website](#).



THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on November 3, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at jobs@snow.edu or hr@snow.edu.

