



Turtle Mountain Community College

10145 BIA Road 7
P.O. Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Academic Services Coordinator

Position Title: Academic Services Coordinator
Contract Term: 12-month position
Accountable To: V.P. of Academic Affairs and Registrar
Salary: \$46,537 – \$50,526

Summary of Position:

This position performs numerous highly responsible and confidential duties which include coordinating early entry programs, maintaining accurate and confidential student records in compliance with college policies, FERPA, and data protection regulations. Additionally, actively participating in student success efforts in collaboration with the Registrar and the V.P. of Academic Affairs (VPAA) with orientation and scheduling of semester courses and classrooms.

Nature of the Work: The primary responsibilities of this position include providing executive support to both the VPAA and the Registrar in the areas of maintaining student records with a focus on accuracy, content, and validity; coordinating early entry programs; assisting with coordination of orientation with the Registrar and; scheduling semester courses and classrooms. Travel and work after hours may be required.

Personal Contacts: Daily contact with employees, current and prospective students, faculty, and the public.

Supervision Received: Supervised by the VPAA and Registrar.

Responsibilities:

- Maintain an organized and up-to-date filing system related to curriculum (syllabi, canvas information, courses, etc.).
- Assumes the role of Registrar in absence of Registrar.
- Assists with Academic Standards.
- Provides technical assistance to the VPAA and Registrar in preparing documents.
- Prepare purchase orders with accurate information.
- Handle confidential information and administrative records with discretion.
- Collect and evaluate syllabi.
- Coordinate logistics, take minutes, and maintain files for committees led by the VPAA and Registrar.
- Draft professional documents and emails on behalf of the VPAA and Registrar.
- Plan and prepare travel arrangements and expense reports.
- Responsible for coordinating orientation and assisting with registration process
- Responsible for strengthening, managing and expanding the early entry programs.
- Assist the Registrar with student course changes, recording grades and attendance records accurately and promptly.
- Interprets and enforces academic rules and regulations; monitors academic standing. Coordinates probation, suspension and Honor Lists, as appropriate.
- Assist in maintaining the Advising Module.
- Maintain student academic records, ensuring accuracy and confidentiality.
- Process degree verifications, program change requests, and transcript requests.
- Coordinates the grade petition process, response to inquiries concerning academic performance. Resolves problems regarding the management of student records.
- Manage enrollment data reporting and resolve data discrepancies.
- Assist students concerning academic, registration, and/or records problems; work with faculty and staff to resolve issues.
- Maintain the integrity and confidentiality of student academic records.
- Perform audits of student records and determine status for the award of degrees and certifications.



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- Assists the Registrar with the reporting of enrollment data to the National Student Clearinghouse and facilitates the resolution of related system and data discrepancies.
- Assists Registrar with the coordination of the college commencement and graduation planning activities.
- Assist in organizing academic events, such as faculty meetings or conferences.
- Assist in managing special projects, initiatives, or changes in academic operations.
- Serve on institutional committees as assigned.
- Prepares reports as needed.
- Works with marketing to create materials for the department.
- Other duties as assigned.

Job Requirements:

Knowledge:

- Proficiency in data management and information systems used in academic record-keeping and reporting, such as student information systems (SIS) and databases.
- Proficient in office software, scheduling tools, and other technology used in an administrative capacity.
- Ensures compliance with relevant laws, regulations, and policies in higher education.
- Understand the academic structure and policies of the institution, as well as the academic goals and priorities of the VPAA.
- Familiarity with the responsibilities and functions of the Registrar's office, including student records management, course registration, transcript processing, and academic calendar scheduling.

Skills & Abilities:

- Excellent written and verbal communication skills.
- Strong organizational skills are essential for managing complex schedules, coordinating meetings, and keeping track of important deadlines and documents.
- Efficient management of time and ability to prioritize tasks.
- Ability to identify issues and proactively find solutions.
- Ability to be adaptable and flexible in your approach to work.
- Able to build positive working relationships with a diverse group of individuals.
- Contribute to the development and execution of long-term strategies and goals in the department.
- Provide excellent customer service to students, faculty, and other stakeholders who interact with the office.

Education and Experience:

Minimum Qualifications:

- Bachelor's Degree or credits equivalent to (120 credits minimum).
- Documented experience in office management.

Preferred Qualifications:

- Experience in higher education.
- Knowledge in areas such as curriculum development, accreditation standards, and academic scheduling.
- Experience working with Jenzabar.
- Marketing or public relations experience.