

**THE NATIONAL GRADUATE SCHOOL of Quality Management**  
**JOB DESCRIPTION**

**JOB TITLE: Regulatory & Registrar Assistant**  
**DEPARTMENT: Regulatory Affairs & Registrar's Office**  
**EEO: Support Staff**  
**FLSA Status: Exempt**

**ABOUT NGS:**

The National Graduate School (NGS) is a regionally accredited institution offering Bachelor Degree Completion, Master Degree, Doctorate programs, as well as, Professional Certificates. Program offerings include Quality Systems Management, Lean Six Sigma, Homeland Security & Defense, and Environment Policy & Quality Management. In its second decade, NGS has distinguished itself through its applied learning methodology catering to working adults in both the public and private sectors. NGS programs are delivered throughout the country in a highly interactive format by faculty practitioners who combine real-world experience with academic excellence.

**NATURE OF WORK:**

The Regulatory Affairs & Registrar's Office, located at the NGS Headquarters in Falmouth, Massachusetts, serves the students and internal staff at national sites and on-line. With additional degree programs and in preparation for expansion to University status, NGS has created the new position Regulatory & Registrar Assistant to provide support under mentorship by the Director of Regulatory Affairs & Registrar.

The qualified candidate must be detail oriented, have excellent data entry, time management, and computer skills, proficiency working with office applications, data management skills, strong interpersonal skills and discretion with the ability to thrive in a fast paced educational team environment.

**GENERAL DUTIES, RESPONSIBILITIES AND BEST PRACTICES:**

Responsibilities include counseling applicants on undergraduate credit requirements, responding to student inquiries, record reporting, and ensuring quality internal and external customer service encompassing admission, registration, student records, files, grades, transcripts, diplomas, and to provide assistance in preparation of regulatory submissions, licensures, exemptions, and Veteran's regulations. Essential is the performance of clerical tasks with flawless execution in accordance with NGS values.

## WORKING CONDITIONS OR ADDITIONAL REQUIREMENTS:

1. All information (written, verbal, electronic, etc.), whether related to NGS or to NGS clients and students, et al. that an NGS employee encounters is confidential and proprietary. Adherence to school compliance policy, department guidelines/policies and all applicable laws and regulations is required at all times. A non-disclosure agreement will be required and contravention will result in immediate dismissal.
2. Some travel is required as related to counseling students on credit requirements and transcripts for program acceptance at briefings. Some overnight stays will be required.
3. Must be able to drive, walk up and down stairs, lift and carry materials up to 50 lbs.

## MINIMUM QUALIFICATIONS:

1. Bachelors degree. Masters preferred.
2. Excellent data entry, time management, and computer skills.
3. Proficiency working with office applications and data management skills.
4. 3-5 years related experience.
5. Strong interpersonal skills and discretion.
6. Ability to thrive in a fast paced team environment.
7. Performance of clerical tasks with flawless execution in accordance with NGS values.

## COMPENSATION

2009-2010 Salary range for this position is commensurate with experience, plus benefits package. Qualified candidates may view the benefits package by emailing the NGS Bursar, morlando@ngs.edu.

*\* This description is not intended to be a complete statement of job content; rather to provide a guide to the essential functions performed. Management retains the discretion to add to or change the duties of the position at any time.*