KCHS Registrar/Front Office Assistant Position Description

* Responsible for daily attendance – Understand and follow KCHS attendance policy
* Provide Administration regular Attendance Reports from FACTS
* Key member of Attendance Committee
* Collect and upload medical records for current and incoming students
* Process withdrawing students, including processing and forwarding records and verifying that student obligations are settled
* Produce and forward transcripts, as authorized, as requested via parchment
* Mail transcripts and other requested records, as authorized, and prepare related correspondence
* Enter and maintain student records, immunization, attendance, birth certificates, and demographic information
* Manage archival of student records
* Assist the Admissions Office with uploading incoming applicant information to FACTS portfolio
* Assist the Admissions Office with creating applicant student files for placement committee review
* Candidate must be excellent communicator and have a welcoming and professional demeanor
* Able to multitask and adjust to frequent interruptions
* High level of proficiency with Microsoft Office products, experience with FACTS would be a plus
* This position must be cross trained with the front desk receptionist duties and responsibilities
* There is room in this position for increased responsibility and growth depending on the candidate’s experience