Oregon College of Oriental Medicine (OCOM) is a nonprofit educational institution in Portland, Oregon that trains master’s and doctoral students in acupuncture and Chinese medicine. OCOM’s academic programs are among the most comprehensive in the country, providing students with a solid foundation in acupuncture, Chinese herbal medicine, therapeutic massage, and qi cultivation, as well as a focus on collaboration between Chinese medicine and Western biomedicine. We are seeking an Assistant Registrar to join our academic team.

Position Summary
The Assistant Registrar is responsible for assisting the Registrar in tracking student progress throughout their program, degree audits, clinic, and academic scheduling of students. The Assistant Registrar works with the Registrar and the Dean of Master’s Studies providing forecast numbers for clinical rotations.

Essential Functions
- Create and distribute registration materials to all enrolled students each academic year
- Sort and enroll all students for each quarter of the academic year in Populi software
- Create and maintain Yearly Master’s Tracking Spreadsheet
- Create and maintain Master’s Pre-Internship Spreadsheet for tracking clinical studies including herbal practicum, bodywork and professional observation and clinical theater
- Create and maintain Master’s Internship Spreadsheet for tracking intern clinical studies
- Assist in creating and updating the template for degree audits in Populi, Student Information System, and every year there is a change
- Sort and maintain students into clinical tracks for pre-internship and internship
- Process student requests for changes to their academic and clinic schedules throughout the quarter
- Schedule intern students quarterly for academic and clinic schedules
- Schedule pre-internship clinical experiences quarterly
- Continual tracking of students switching down and lengthening their program and progress
- Forecast and determine the number of classroom sections for the following academic school year
- Forecast and determine the number of pre-internship and internship clinic shifts needed for the following academic school year
- Every spring make sure the pre-internship students are on track for interning in Fall term
- Every spring make sure interns are on track for graduating with classes and clinic
- Demonstrates a commitment to OCOM’s Core Values of excellence, leadership, healing, innovation, community and service

Non-Essential Functions
- Miscellaneous office duties as assigned by the Registrar
Knowledge, Skills and Abilities

- Understanding of and commitment to the mission of the college
- Regulations, policies and procedures governing records, retention and FERPA
- Proficient and strong computer and technology skills with the use of student information systems, Google applications, and MS Office, including Excel and Word. Ability to create and use spreadsheets
- Strong organizational, interpersonal and communication skills
- Must provide excellent customer service and a positive attitude
- Ability to work independently on multiple tasks with a high degree of accuracy and attention to detail and to be a team player
- Must be dependable, reliable, and able to meet deadlines
- Strong creative problem solving skills
- Ability to prioritize with strong time management skills

Education and Experience

- Bachelor's degree preferred or a combination of degree and equivalent experience
- Previous experience working in higher education administration

To Apply

Email cover letter and resume (.pdf format only) to HR@ocom.edu by Friday, May 20, 2016. In your cover letter, please answer the question, "How would this position at OCOM fit with your long-term professional goals?"

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Joyce Gates, 75 NW Couch Street, Portland OR 97209, or HR@ocom.edu.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.