



The Masgutova Graduate School of Neurodevelopmental Sciences

This is an exciting time for the Masgutova Graduate School as it is in the early stages of accreditation and this position will include opportunities for future growth. This part time position is a hybrid position currently including some student services and administrative responsibilities.

The Masgutova Graduate School seeks a registrar and student services administrator. In this role, the individual supports the Dean of the School and the President of the Board. The successful candidate will work with prospective and current students from the inquiry for admissions through graduation with respect to their program and graduation requirements. They will also communicate with donors and monitoring the budget and bills.

Primary Responsibilities

- Facilitate the admissions and registration process
 - Respond to all inquiries by phone, email, website, and social media for prospective students
 - Review paperwork and documentation for admissions
 - Ensure required documents are provided for acceptance
 - Maintain records within the Student Information System, including student and staff records, and semester course offerings
 - Enter transfer credits per Articulation Agreement
 - Provide transcripts
 - Register students
 - Facilitate add/drop
- Support the Board and Academic Dean for overall graduate school operations, licensure and accreditation
 - Run regular reports for monthly Board meetings
 - Update annual reports for licensure and accreditation under the supervision of the Dean and Board
 - Update monthly budget and submit bills for payment with support by accountant and treasurer
 - Provide technical support for online classes as needed
- Graduate School Growth and Development
 - Grow the student body by promoting awareness of the Masgutova Graduate School to other higher education organizations and wellness organizations
 - Promote the organization on social media
 - Provide fundraising support to the Board and potential donors

Required Skills

- Highly organized and able to multi-task
- Ability and comfort working within the school's digital learning platforms
- Excellent written and verbal communication skills
- Strong analytical skills and computer literacy

Preferred Experience

- Bachelor's degree in education, business, or health/wellness.
- Knowledge of neuroreflex processes
- Registrar and/ or admissions experience within higher education
- Experience with marketing and social media administration

For more information, please review our website: <https://masgutovagraduateschool.com/> Also, see our parent organization website: <https://www.masgutovafoundation.org/>

For more information or to express interest, please contact: Dr. Patty Shackelford @ pattys@mgsns.org