

# Posting

## Delavan-Darien School District NON UNION POSITION

**Posting Date:** March 14, 2024

**Job Title:** High School Registrar / Student Services Assistant

**Location:** District

**Number of Hours per Day:** Full time Year Round

**Starting Date:** To be determined

**Completed application materials due by:** Until filled

Submit your application materials using the WECAN system at the following web address:  
<https://wecan.waspa.org>. (Review of materials and/or interviews may begin upon receipt of  
COMPLETE application packets.)

The High School Registrar/Student Services Assistant performs a wide variety of detailed tasks to help assure the smooth, efficient operation of the high school student services office, including meeting and greeting students, parents, staff and the public. Answers questions or refers to counselors; promotes positive public relations for the district and performs general secretarial duties.

The successful candidate will have a High School Diploma (or equivalent); two-year associate degree preferred. Knowledge of Microsoft Office; Google; Infinite Campus and other district software preferred. Above average ability to gather, interpret, organize and maintain accurate records. Ability to meet deadlines; working under time constraints; maintaining confidentiality; and working with frequent interruptions. Must be student focused and have an understanding of the developmental and emotional needs of students. Strong customer service and communication skills are required and Spanish speaking skills are a plus.

*The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex, or handicap.*