



UCR Office of the Registrar is looking for a temporary Residency and Fee Coordinator to help with reviewing student's Statement of Legal Residence (SLR) information plus documents submitted and decide of resident or non-resident status. The incumbent will communicate with students and families about outstanding documents needed, questions they may have about the residency policy, and provide general service to them on the status of their residency determination. The person may also reach out via email to incoming students who have not completed the SLR to prompt them to do so.

Position: Residency and Fee Coordinator

Job Requirements:

- Must be able to handle sensitive information and maintain confidentiality
- Strong analytical and decision-making skills
- Will be required to learn, apply and interpret UC residency rules
- Strong communication skills

- Proficiency using Microsoft Office (Word, Excel, Access)
- Preferred - Experience using an online student information system such as Ellucian's Banner.

Hours: 40 hours per week

Remote Work: Yes