

SERE Mission Support Staff Positions

NOTE: Mission Support Lead position posted separately

SERE COURSE REGISTRAR

FSCX, Inc., is seeking qualified individuals to serve as the U.S. Army Survival, Evasion, Resistance, and Escape (SERE) School Course Registrar. Position is located at Fort Rucker, Alabama.

*****Position is Contingent Upon Contract Award*****

Responsibilities

Course Registrar will provide liaison services between the U.S. Army SERE School and Army units (Active Duty, Reserve, and Guard), other DoD service branches, and Federal Government agencies related to student enrollment requirements. Performs course registration and administration tasks, in coordination with the SERE Course Manager, to include (but not limited to):

- Conduct in/out-processing of students
- Provide internal management of scheduled student class loads
- Ensure course information in ATRRS is accurate and up to date
- Perform administrative functions associated with student registration and accounting
- Prepare and maintain class rosters
- Assemble student registration packages
- Maintain/update student elimination/graduation matrix
- Ensure contractor personnel comply with Government annual training requirements

Knowledge, Skills, and Abilities

- Superior communication and management skills

Qualifications

Required:

- Basic computer literacy (Microsoft Word, Excel, Power Point, Outlook)
- US Citizen
- SECRET clearance
- Meet physical fitness requirements specific for the position to include passing urinalysis screening
- Present a professional and credible image at all times

Preferred: Prior U.S. Army school registrar experience