

Amherst College invites applications for the Associate Registrar position. The Associate Registrar is a full time, year round position, job group and level PT-3. Given Amherst's distinction as one of the most diverse liberal arts colleges in the country, the successful candidate will demonstrate the ways in which they bring value to and will work towards supporting a broadly diverse community.

The Associate Registrar oversees daily operations within the Office of the Registrar, leading the office in continuous process and procedure improvements, and implementing best practices. In addition, the Associate Registrar provides leadership, direction, and guidance to office staff; and serves as a leader in the overall success of the commencement ceremony, changes in technology, and efforts to provide seamless service and support to our diverse College constituents.

Summary of Principal Duties and Responsibilities:

#### *Registrar Operations*

- Develops and maintains documentation for all processes
- Evaluates services, recommends new procedures and policies, and implements best practices
- Researches, recommends, and leads the implementation of new technologies (including a new student information system) and processes to improve systems efficiency and effectiveness including but not limited to a standardized classroom schedule and paperless processes
- Effectively engages with students, staff, and faculty who embody a range of diverse identities, ensuring all feel welcomed and included in the Registrar's Office
- Collaborates with the Registrar in strategic planning
- Acts as a proxy for the Registrar as needed

#### *College Records*

- Interprets and clarifies College policies regarding graduation requirements
- Manages verification of degree requirements
- Oversees the production of diplomas and commencement programs
- Serves as a FERPA expert and provides training for the College community
- Produces and interprets reports

#### *Staff Leadership*

- Develops and trains staff ensuring consistent communication on academic policy and procedures
- Contributes to the support, development, and mentorship of our diverse staff
- Assists with the management of staff including providing day to day direction

## QUALIFICATIONS

### Required

- Bachelor's degree
- Five or more years of related registrar office experience
- Demonstrated project management skills
- Proficiency in Microsoft Office applications, and experience using Google Suite
- Demonstrated experience learning and utilizing new software programs
- Excellent attention to detail, time management, and analytical skills
- Strong written and verbal communication, interpersonal, and customer service skills
- Experience engaging and supporting a diverse learning community

### Preferred

- Master's degree
- Experience with Colleague, Perceptive Content, or Drupal

## APPLICATION INSTRUCTIONS

Interested candidates are asked to submit a cover letter, resume, and the names and contact information (email and/or telephone numbers) for three professional references. Review of applications will begin immediately and will continue until the position is filled.

### ABOUT AMHERST COLLEGE

**Amherst College, one of the premier liberal arts colleges in the nation, is located in Amherst, Massachusetts, a town of approximately 35,000 residents in the western part of the state. The college's community is composed of about 1,800 students from 48 states, plus Washington, D.C., Puerto Rico and 54 countries around the world, and about 1,000 staff and faculty. The college's scenic 1,000-acre campus includes a 500-acre wildlife sanctuary and the Book & Plow Farm ; three museums: Emily Dickinson Museum , Beneski Museum of Natural History and Mead Art Museum ; and multiple educational and cultural venues and resources through the Five College Consortium. The town of Amherst offers an amazing variety of coffee shops, restaurants and entertainment, and a very active outdoor life. Our vibrant campus, diverse community and beautiful surrounding, makes Amherst College and the Town of Amherst the perfect place to work, learn and live!**

**Apply Here:** <https://www.Click2Apply.net/dmk5k3bp7kvs4x7y>

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