

Associate Registrar – Curriculum Management

The Associate Registrar – Curriculum Management position is responsible for the implementation of academic programs and courses, including publication in the university catalogs, and the management of curriculum in the student information system and degree evaluation tools. In addition to performance of these functions, maintaining the technical systems and procedures related to all areas of responsibility is required to ensure compliance and service standards are met.

The ideal candidate will possess the following:

- The ability to maintain detailed records within an integrated information system - Banner and Degree Works experience is preferred;
- Broad knowledge of relevant academic policies and scribe practices
- The technical and organizational skills necessary for system implementation, process improvement and innovation;
- The ability to work effectively with students, faculty and staff;
- Strong verbal, written and analytical skills;
- Excellent organizational and time management skills, strong work ethic and attention to detail and ability to prioritize and manage multiple deadlines;
- The ability to work well as part of a team in a busy, student-centered office and exhibit professionalism and sound judgment while dealing with sensitive and confidential information.

A Master's Degree is required. Minimum of four years experience in higher education, including relevant experience in Registrar, Academic Affairs, and/or Enrollment Management is preferred.

Interested candidates should submit a cover letter, resume, and three letters of reference to John Bazin, at bazinj@easternct.edu by March 6, 2020.

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