

Job Title: Associate Registrar

Reports to: Registrar

Location: Brattleboro, VT

Mission:

School for International Training (SIT) prepares students to be interculturally effective leaders, professionals, and citizens. In so doing, SIT fosters a worldwide network of individuals and organizations committed to responsible global citizenship. SIT fulfills this mission with field-based academic study abroad programs for undergraduates and accredited master's degrees and certificate programs for graduates and professionals.

General Description:

Reporting to the SIT Registrar, the SIT Associate Registrar is part of a dynamic team providing excellent and timely support services to students, the campus community, alumni, and the public in a fast-paced environment. The successful candidate must maintain effective, positive working relationships within and outside the work group. This position requires flexibility in dealing with change, often balancing several tasks simultaneously. The Associate Registrar is responsible for the maintenance and integrity of student data and demonstrates advanced understanding of the Ellucian Colleague SIS functions. The successful candidate will have thorough knowledge of SIT's institutional policies and procedures and their equitable, inclusive, and consistent application, as well as the Family Educational Rights and Privacy Act (FERPA).

Essential Responsibilities and Duties:

- assist the Registrar in forming articulation agreements with partner institutions, dual enrollment agreements, and transfer credit evaluation.
- develop recommendations for the implementation of related technology applications in support of enhanced office services.
- collects, records, archives, and reports student record data in compliance with FERPA and institutional policies:
 - registration
 - grades
 - transcripts
 - graduation
 - enrollment certification
 - degree verification
 - monitoring student progress toward degree completion
 - National Student Clearinghouse monthly reporting
- Create semester course schedules in the Colleague database
- Communicate semester course offerings and registration instructions to students
- Monitor the timely submission of final grades at the end of each semester

- Respect established conventions for archiving of student records.
- Process student status changes, substitutions, and waivers.
- Acts as Secondary School Certifying Official for VA Benefits.
- Thorough knowledge of SIT's academic policies, procedures, and degree requirements
- Thorough knowledge of the Family Educational Rights and Privacy Act (FERPA)

Additional tasks may include but are not limited to:

- Continuing to develop full implementation of electronic transcripts in partnership with the National Student Clearinghouse, (NSC).
- Manage cyclical database functions
- Provide other offices with reports and *ad hoc* statistics as necessary.
- assisting the Registrar with projects which may include articulation agreements, serving on committees or teams to improve services to students, providing project analyses and research, and preparing documents and reports.
- In cases of absence or scheduling conflicts, the Associate Registrar represents the Registrar in meetings.
- Other appropriate duties as assigned by the Registrar

Minimum Qualifications:

- Bachelor's degree and one to three year of higher education experience.
- Computer literate in the use of Microsoft Office and SIS database systems
- Demonstrated excellent interpersonal and organizational skills
- Knowledge of SIT's academic policies, procedures, and degree requirements
- Excellent analytical and problem-solving skills
- Data analysis and analytical experience
- Ability to communicate effectively in both oral and written form
- Ability to exercise sound judgment in making critical decisions
- Commitment to supporting student success and the mission of SIT
- Excellent reading and writing skills

Preferred Qualifications:

- Master's degree preferred.
- Knowledge of federal, state, system and institutional policies related to records, registration, verification, and evaluation.
- Literacy in the use of student databases (particularly Ellucian's Colleague) (SIS) experience and learning management systems.