

Associate Registrar

Reporting to the Registrar, the Associate Registrar is responsible for oversight of the daily functions and operations of the Registrar's Office, and also provides supervision to the Degree Audit / Transfer Credit Specialists, as well as the Operations Coordinator. She/he coordinates and manages the student Check-In Process each semester. The Associate Registrar has primary responsibility for academic classroom scheduling for the College, and manages other important scheduling functions, including the academic calendar and final exam schedule.

ESSENTIAL FUNCTIONS:

Supervisory responsibilities:

- Acts as the direct supervisor of Customer Service-related personnel within the Office of the Registrar including the Operations Coordinator as well as two part-time Degree Audit/Transfer Specialists. The Operations Coordinator is the direct supervisor for the Customer Service Representative;
- In this capacity, oversees the daily front-of-house operations and internal operations of the Registrar's Office, including, but not limited to, customer service, transcript processing, diploma mailing, student status changes, readmission and withdrawals, grade changes, degree audit/CAPP adjustments, and transfer credit evaluations and postings;
- Manages time off requests and tracks and submits time card information in EZ Labor system.

Classroom scheduling:

- Serves as a functional administrator for the 25Live Pro scheduling and room reservation software;
- Manages the assignment and maintenance of classroom schedules, including using the Optimizer function and responding to individual classroom requests, for the Milton campus using 25Live Pro scheduling software;
- Collaborates with the System Administrator (an Information Technology Services employee) and the Director of Conference Services who is also a functional administrator to actively manage the 25Live Pro scheduling and room reservation system;
- Utilizes system reports to support institutional planning efforts and maximize the efficiency of physical facilities;
- Provides leadership for transition to new platform or software related to scheduling and room reservations.

Student check-in process:

- Coordinates the student Check-In process each semester;
- Determines staffing needs and communicates with other areas on campus to ensure appropriate staffing;
- Works with internal and outside vendors on equipment requests, setup and rental;
- Coordinates with Senior Assistant Registrar on budgetary needs;
- Works with internal IT staff to ensure electronic check-in processes are updated and operational;
- Acts as onsite point of contact at Check-In for questions and problem solving.

Academic scheduling/course creation:

- Under the supervision of the Registrar, creates and maintains the yearly academic calendar and acts as chair of the Academic Calendar Committee;
- Creates the final exam schedule each semester;
- Sets up academic term dates and registration statuses in Banner student system;
- Processes requests for new experimental courses; assigns course numbers and creates courses in Banner system.

Independent course requests:

- Collects and processes student requests for independent coursework and tutorials;
- Makes determinations on student eligibility for independent coursework and communicates with the Provost's office on requests;
- Processes independent coursework registrations in Banner student system.

Committee representation:

- Serves as Chair of the Academic Calendar Committee;
- Represents the Registrar's Office as an ex-officio member of the Undergraduate Academic Policy Committee (UAPC);
- Acts as a departmental representative on other Committees as assigned by the Registrar.

Administrative Leadership and support:

- Examines and proposes business process revisions to better support the various constituents interacting with the Registrar's Office. Lead process to convert paper forms to electronic forms;
- Conducts degree audit confirmations and relevant communications related to degree audits;
- Meets with students on degree audit and registration-related concerns as needed;
- Provides front office administrative support as needed, including processing course registrations and transcript requests, and responding to telephone, electronic, and in-person inquiries.

Support of College/Registrar events:

- Provides registrarial support at Commencement Fair, Commencement Ceremony and rehearsal.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with 5+ years related experience;
- At least two to three years of experience working in a higher education setting with supervisory experience, preferably in the Registrar's Office;
- Experience with technical platforms to support the creation of electronic forms;
- Prior experience with classroom/space scheduling, including scheduling software
- Familiarity with FERPA and College policies and procedures;
- Ability to work some weekends in support of College events.

PREFERRED QUALIFICATIONS:

- Proficiency with Banner student system a plus;
- Experience with 25Live scheduling software

At the College's discretion, the education and experience prerequisites may be excepted where the candidate can demonstrate, to the satisfaction of the college, an equivalent combination of education and experience specifically preparing the candidate for success in the position.

Employment in this position is contingent upon the successful completion of all required pre-employment background checks.

Please apply online at <https://www.curry.edu/about-us/community-resources/employment/job-opportunities> for consideration. Interested Applicants must submit a resume, cover letter, and a list of three professional references including complete contact information and professional titles.

Core Requisites: Must equal 100%

Are you legally authorized to work in the United States for any employer on an unrestricted basis? 25

Do you have a Bachelor's degree with 5+ years related experience? 20

Do you have a minimum of two to three years of experience working in a higher education setting with supervisory experience, preferably in the Registrar's Office? 15

Do you have experience with technical platforms to support the creation of electronic forms? 15

Do you have familiarity with FERPA and College policies and procedures related to Registrarial responsibilities? 10

Do you have experience with the assignment and maintenance of classroom schedules including scheduling software? 10

Are you able to work some weekends in support of College events as required? 5

Interview Exchange Posting – Associate Registrar 12-2019