Associate Registrar or Assistant Registrar
Registrar's Office

Williams College, a premiere liberal arts college in the Berkshire Mountains of western Massachusetts seeks a highly skilled leader for the position of Associate Registrar or Assistant Registrar, depending on qualifications of the finalist. Candidates should review the qualifications of each position and indicate in their cover letter the position most representative of their experience and expertise.

The Registrar's office reports to the Dean of the College and is responsible for upholding the academic policies of the college, maintaining accuracy of student records, compliance to state and federal laws as well as accreditation requirements. The department consists of seven staff members working collaboratively to provide the best service to our constituents. Each of these positions reports to the Registrar.

The Associate Registrar is responsible for the technical operational functions of the Student Records System, including implementation, modification, and maintenance while serving as a liaison to the Office of Information Technology. The Associate Registrar is responsible for the analysis of system support needed for all office processes. The Associate Registrar performs reports for the National Student Clearinghouse, IPEDS, and NSF Graduate Survey in collaboration with Institutional Research.

The Assistant Registrar is responsible for supervising the daily operations and coordination of processes in the Registrar's Office as well as administration of the Committee on Academic Standing (CAS); a faculty governance committee that is responsible for the review of student academic performance, petitions for academic exceptions, and requests for readmissions. The Assistant Registrar compiles and organizes processes to ensure all necessary documentation (including CAS petitions) is up-to date and readily available to faculty, students and campus constituents.

Williams is committed to enriching its educational experience and its culture through the diversity of its faculty and staff. Our expectation is that the successful candidate will excel at working in a community that is broadly diverse with regard to race, ethnicity, socioeconomic status, gender, nationality, sexual orientation, and religion. Applicants should also highlight relevant experience with building, working with, and supporting a broadly diverse community.

Qualifications:
- Associate Registrar: Bachelor's degree required, Master's degree preferred with a minimum of 6 years experience in a Registrar's Office or an equivalent combination of education and experience. PeopleSoft experience is required for this position.
- Assistant Registrar: Bachelor's degree required, with a minimum of 3 years experience in a Registrar's Office or an equivalent combination of education and experience. PeopleSoft experience is strongly preferred for this position.

Both positions require:

- Ability to understand and maintain complete confidentiality
- Ability to work independently and as an integral part of the Registrar's team
- Use of database technology, and excellence in all social media communication/presentation skills
- Demonstrated mastery with new technologies
- Publishing/editing experience for print and web
- Strong communication and listening skills are required since many aspects of the job will involve working with department chairs, faculty, and students.

Review of applications will begin February 26, 2021 and will continue until the position is filled. Associate Registrar is job group 2-D; salary begins in the low $70,000s. Assistant Registrar is job group 3-A; salary begins in the mid $50,000s. The salary ranges have some flexibility, commensurate with experience.

Employment at Williams is contingent on the verification of background information submitted by the applicant, including the completion of a criminal record check, and education when applicable. To apply for this position, please visit http://staff-careers.williams.edu. If you have any questions, please feel free to contact us via phone at (413) 597-4247 or email at hr@williams.edu.

Beyond meeting fully its legal obligations for non-discrimination, Williams College is committed to building a diverse and inclusive community where members from all backgrounds can live, learn and thrive.