

Registrar

College of the Atlantic (COA) seeks an experienced professional to serve as its Registrar. COA has three ten-week terms and maintains a narrative evaluation system. The Registrar reports to the Provost and supervises the assistant registrar and work-study students. Responsibilities include planning, delivery, and ongoing assessment of the trimester registration process (including classroom and course scheduling); maintenance of the integrity, accuracy, and security of student academic records; transfer credit evaluation; collection and processing of student grades and narrative evaluations; maintenance of the degree audit system; verification of enrollment and graduation records; preparation of internal and external reports; and the implementation and maintenance of procedures that ensure consistent enforcement of academic policies. The registrar serves on college committees and works closely with other offices and the academic deans on projects relating to institutional priorities. The ideal candidate will be able to enforce college regulations while working collaboratively with students, staff, and faculty in a positive and collegial manner.

Qualifications: An earned Bachelor's degree and a minimum of 4 years of professional leadership experience in a Registrar's Office is required. The successful candidate must be detail-oriented and enjoy creative problem solving. To that end, the preferred candidate must demonstrate excellent computer/database skills, have effective interpersonal and communication skills, understand and use student records systems, and foster a commitment to delivering excellent service to students, faculty, staff and other constituents. For additional information please see <https://www.coa.edu/human-resources/job-openings/>

Applications, including cover letter, resume, and contact information for 3 references, should be sent to: registrarsearch21@coa.edu. Review of applications will begin immediately and continue until the position is filled. College of the Atlantic is committed to academic excellence, cultural diversity, and multicultural education. COA is an AA/EEO employer. Applications are especially encouraged from persons who would enhance the diversity of the College.