

Dean College – Assistant Registrar

Thank you for considering Dean College in your search.

About Dean College:

Dean College is a private, residential New England college grounded in a culture and tradition that all students deserve the opportunity to discover and exceed their greatest aspirations. A personal and transformative community since 1865, Dean tirelessly inspires our students to unimagined heights through personalized support and integrated delivery of academic, co-curricular and experiential learning. Our graduates are lifelong learners who thrive in their careers, embrace social responsibility, and demonstrate leadership.

Recognized as a Top Regional College by U.S. News & World Report for eleven consecutive years and named a College of Distinction for five consecutive years, Dean serves approximately 1,200 full-time students and 400 part-time students and offers more than 50 combined bachelor's and associate degree programs and specializations, as well as a robust schedule of continuing studies, EMT and certificate programs throughout the year.

Dean College is perfectly situated in Franklin, Massachusetts, which is conveniently located between Boston and Providence, Rhode Island and is accessible to Boston by commuter rail. The Dean College/Franklin station is only a five-minute walk from campus. Approximately 87 percent of the College's student population lives on campus.

Dean provides a supportive academic environment that thrives on hands-on engagement and exceptional teaching. This community-wide commitment of always going the extra mile for students is known as The Dean Difference. Outside of the classroom, students participate in 16 athletic teams and more than 30 on-campus groups and organizations.

Ninety-six percent of our bachelor's degree students are employed or enrolled in graduate school within 12 months of graduation. Alumni are hard at work in top-ranked graduate programs and are employed by organizations such as Universal Studios, Dell Technologies, Liberty Mutual, Kraft Sports + Entertainment, the Boston Ballet, and more.

What is The Dean Difference?

The Dean Difference isn't any one thing. It's not a program or a professor. It's not a single class or a club. It's the way our academics support networks and community overlap, interweave and magnify each other. Our difference unites us. It's our secret formula. It's the nucleus around which we orbit. It isn't one thing, it's everything

Job Description:

Dean College invites applications for the position of Assistant Registrar within the Office of the Registrar. The Office of the Registrar works behind the scenes to find and produce ways to improve the student, faculty, and staff experience at Dean College.

This position is primarily responsible for overseeing Graduation/Commencement activities for students, maintaining the Degree Audit system, manages the incoming student review, readmission process, and start of semester activities. In addition, the Assistant Registrar works to maintain academic and demographic information for all students. The person in this position is familiar with the software applications the College maintains to track student progress toward degree completion and produce reports to assist with managing daily activities. This position works closely with the Registrar and shares many operational functions with the other members of the office (examples: transfer credit evaluation, grade changes, transcript production). The Associate/Assistant Registrar works collaboratively with Admissions, Student Financial Services, and Success and Career Advisors to maintain accurate and reliable student records.

Job Duties:

- Manage tasks related to graduation including updates to graduation application, conducting mid-year and final graduation audits. Keep track of and communicate missing requirements for students who are close to graduation. Coordinates diploma production and preparations for ceremony including Commencement program, reader's list, and other reports needed for smooth operations.
- Maintain Degree Audit system that provides academic information for current students. Update annual changes to student completion dates and programs based on catalog content, and process waivers and substitutions for students.
- Manages the use of Docuware used to store electronic records.

- Oversees processes used in Readmission process, Start of Semester check in, Honor Societies, withdrawals and Parent Information. Works with Athletics to maintain student athlete information and produces reports needed to keep track of students.
- Calculates Dean's list and President's List at end Fall and Spring semesters. Verifies calculations are correct and communicates to campus community outcomes of these calculations.
- Represents the office by attending meetings related to office operations, such as Commencement, annual academic calendar, start of semester check in. Coordinates dates needed for campus operational calendar with other offices.
- Conduct annual reviews of forms and procedures to improve efficiency and accuracy in office operations. Develop new office procedures as needed
- Work with Admissions, Advising Center, Student Financial Services to monitor student information for data integrity and accuracy of records. Ensures compliance with federal regulations, particularly FERPA. Serves as back up for enrollment report to National Student Clearinghouse and VA Benefits.
- Other related duties and projects as assigned.

Requirements:

- Bachelor's degree required; Master's degree preferred.
- Three to five years' experience working in a higher education environment or similar field.
- Familiar with Ellucian Colleague or comparable ERP system, eTranscript providers are encouraged.
- Knowledge of U.S. educational systems, credentials, and Family Education Rights and Privacy (FERPA)
- The successful candidate is detail-oriented with strong communication skills; able to manage multiple projects efficiently; demonstrate proficiency in Microsoft Office, specifically Excel and Word. Must be able to work with minimum supervision; and have demonstrated analytical, organizational, and customer service skills.
- COVID-19 Vaccination and Vaccine Booster Shot, required

Additional Information:

Dean College is an equal-opportunity, Title IX institution and pledges to recruit, select and promote diversity by providing equality of opportunity in higher education for all persons,

including faculty and staff with respect to hiring, continuation, promotion, and applicants for admission, enrolled students and graduates without discrimination or segregation.

The College is interested in candidates who have the communication skills and cross-cultural abilities to maximize their effectiveness with diverse groups of colleagues, students, faculty, and community members. All employment decisions are made on a non-discriminatory basis.

Dean College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability, protected veteran status, genetic information, or other protected classes under the law.

This nondiscrimination policy covers admissions, employment, and access to and treatment in College programs, services, and activities. A pre-employment background screen is required for all employees.

Application Instructions:

Please submit your Resume/CV, Cover Letter, and contact information of three references. (PLEASE NOTE: Applications that are incomplete will not be considered).

[Dean College Job Posting: Assistant Registrar \(interviewexchange.com\)](#)

Note: After submitting your resume/CV, the subsequent page gives you instructions that enable you to upload your Cover Letter and any additional documents.

See the [FAQ](#) for using our online system.

Please [contact us](#) if you need assistance applying through this website.

[Returning Applicants - Login](#) to your Dean College Careers Account to check your completed application or upload additional documents.