

Associate 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. 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.

Reporting 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 in collaboration with Institutional Research performs reports for the National Student Clearinghouse, IPEDS, and NSF Graduate Survey.

This position requires a highly experienced individual with demonstrated experience working with PeopleSoft specifically as well as integration of other software applications. Qualified candidates should be motivated leaders, collaborative and have experience working with students, faculty, staff, administrators and families. In their cover letter, applicants should describe how they have worked with Information technology at their current institution and what projects they have had significant responsibility for.

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.

Responsibilities

- Develop reports and queries to support Registrar Office functions
- Review and analyze registration process and implementation changes
- Monitor course deficiencies records, review and approve external courses to make up course deficiencies, advise and remind students of academic requirements for making up deficiencies
- Provide advice to academic advisors on academic requirements
- Advise reduced course load students of degree requirements and view plans for completion with students
- Verify degree requirements for graduating seniors

Qualifications

- Bachelor's degree with a minimum of 5 - 8 years' experience in the Registrar's Office or an equivalent combination of education and experience, Master's degree preferred.
- Demonstrable excellent PeopleSoft experience
- 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 March 1, 2019 and continue until the position is filled.

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.

Apply here: <http://www.Click2Apply.net/qjcdwvzx3y92znj7>

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