

Title:

Associate Registrar for Operations

Job Summary:

Connecticut College is conducting a national search for a motivated individual, with demonstrated leadership, technical, and communication skills, for the position of Associate Registrar for Operations. Reporting to the Registrar, the Associate Registrar for Operations will join a cohesive team, managing systems and processes related to the collection, maintenance, and reporting of curriculum and catalog data, overseeing daily operations of the Registrar's Office, and supervising three staff members.

General Duties & Responsibilities:

The Associate Registrar for Operations is responsible for management of curriculum/catalog data and publications, curriculum data integrity, and management of the curriculum collection and classroom scheduling process in Smart Catalog, Banner Student, and EMS Campus. This position works closely with the College's Academic and Administrative Procedures Committee. Job responsibilities will include improving systems and processes for collection, maintenance, and reporting of curriculum and catalog data. The Associate Registrar for Operations oversees daily office operations and supervises one exempt and two non-exempt staff members. Daily operations include management of student records, transcripts, degree audit processing, grade collection and graduation processing, monitoring/interpreting of academic rules and regulations, and related matters. This position also serves as the School Certifying Official for the Veteran's Administration.

Qualifications:

Bachelor's degree with a minimum of 5 years of supervisory/managerial experience in a Registrar's office or equivalent required; Master's degree preferred. This position requires a high level of integrity in handling confidential information. Must have the ability to build and sustain key relationships with faculty and professional colleagues and contribute to an inclusive environment. Demonstrated expertise with an ERP system and the ability to manage multiple systems is essential. Knowledge of Banner, particularly the course information module, and familiarity with curriculum management software and EMS Campus is a plus. Ability to work outside of regular hours occasionally when classes are in session.

Required Documents:

Cover Letter, Resume

Applicant Credentialing:

Thorough applicant credentialing, including criminal records check, will be conducted on the selected candidate.

As a highly selective residential liberal arts college, Connecticut College is committed to creating a vibrant community enriched by diverse perspectives, talents and experiences. We encourage applications from candidates who share this commitment and will contribute to the diversity of our college community, especially members of historically under-represented groups. AA/EOE

For additional information and to apply: <https://conncoll.hiretouch.com/job-details?jobID=55633&job=associate-registrar-for-operations>