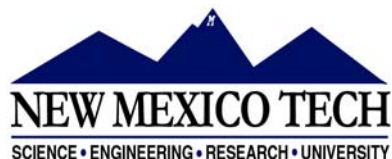


**Posted:** May 9, 2018



## POSITION ANNOUNCEMENT

**TITLE:** REGISTRAR

**DEPT** ACADEMIC AFFAIRS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** Negotiable (commensurate with experience)

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** Concurrent\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### **JOB DUTIES:**

Serves as Registrar of the Institute. Supervises and manages the Office of the Registrar. Manages enrollment and registration of new and continuing students. Schedules courses, final exams, and classrooms. Processes and monitors grades, grade changes, and other changes related to student status. Assures a smooth functioning enrollment and registration process, resolves issues related to enrollment and registration, and works to improve the enrollment and registration process. Maintains the NMT catalog.

### **REQUIRED QUALIFICATIONS:**

Bachelor's degree required in any related field. Master's degree preferred. Knowledge of Banner/BanWeb required. Strong management and supervisory skills required. Strong customer services skills required. Computer skills required. Microsoft Word, Outlook, Access, and Excel required. Ability to prioritize tasks and effectively manage time is required. Ability to supervise staff and students and build team work required. Use of standard office equipment (printer, scanner, fax, copier, etc.) required. Knowledge of online enrollment and registration processes required. Experience working in a Registrar's Office required. Experience working with student enrollment management required.