



Job Vacancy Announcement

Associate Registrar

POSITION TITLE: Associate Registrar

JVA #: 2022-19

DEPARTMENT: Office of Registrar

POSITION SUMMARY: Reporting to the Registrar, the **Associate Registrar** is responsible for assisting the Registrar in the administration of Student Records, Scheduling, Transcripts, Enrollment Reports, registration, grade reporting, and record keeping to include entering old records in BANNER, and performing other related duties. Supervise the office in the absence of the Registrar, and monitor the work, and work assignments of the full-time and part-time employees of the office.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time (1.0 FTE), carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Manage the maintenance of the student records system in a timely and accurate manner, including processing updates regarding term setup, program requirements, course additions and adjustments, and other adjustments required to maintain accurate student records. Work collaboratively with other departments as needed to ensure that all student records within the Registrar's Office are accurate and up-to-date. Responsible for the collection, recording and dissemination of student grades through the electronic Self-Service system and conducts follow-up on grades not submitted by faculty. Transfer academic records from admissions of new students who enroll. Evaluate and approve transfer academic credits from other institutions and maintains the correct transfer equivalencies in the BANNER transfer articulation module and TES Transfer Equivalency System.
- Respond with the highest degree of professionalism, accuracy and timeliness, to student, faculty and public inquiries in a student-centered environment. Maintain Registrar Office-related information on University website and in other relevant communication venues (print and electronic media).
- Assist the Registrar in certifying student eligibility for graduation, honors, participation in athletics and other academic based activities and awards; enter appropriate information into student information system. Maintain the Degree Works program, entering changes, updates, and new academic programs as appropriate in a timely and accurate manner. Perform Clearinghouse reporting in a timely manner as reports are required.

- Ensure student records comply with institutional, state and federal regulations. Generate reports to audit the accuracy of student records. Create reports for the Registrar. Develop a strategy for, as well as conduct, the moving of old records to a secure location as needed and implement the scanning of old records into the BANNER system as determined by the Registrar.
- Perform other duties as assigned by the Registrar. Plan and conduct new student orientation and academic workshops. Responsible for administration of the Registrar's Office in the absence of the Registrar.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution.
- At least two years of administrative, management or teaching experience, preferably in a higher education environment.
- Working knowledge of a computerized student information system, preferably BANNER and DegreeWorks.
- Demonstrated administrative ability and ability to meet deadlines.
- Working knowledge of policies and procedures in higher education setting.
- High degree of accuracy; Must demonstrate attention to detail on a consistent basis in a fast-paced, deadline-driven environment. Detail & Accuracy is a must for this position.
- Exceptional written and oral communication skills.
- Ability to work effectively as a leader and team member to ensure that departmental goals are met.
- Ability to understand the college revenue process, and compile and disseminate data as it relates to enrollment.
- Ability to comply with regulatory requirements regarding student academic records and documentation.
- Ability to meet the working hours of the position, which may include early morning, evening and weekend hours. Must maintain a valid State Driver's License.

PREFERRED QUALIFICATIONS:

- Experience in a Registrar's office demonstrating working knowledge of modern registration practices and effective use of technology. BANNER and DegreeWorks experience.

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at www.bluefieldstate.edu

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: September 9, 2022

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Friday, **September 23, 2022**. Review of applications will begin immediately. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.