



Job Vacancy Announcement
Associate Registrar

POSITION TITLE: Associate Registrar

JVA#: 2026- 25

DEPARTMENT Registrar

POSITION SUMMARY: The Associate Registrar supports the Registrar in the comprehensive administration of student records and related academic services. Key responsibilities include oversight of student records management, course scheduling, transcripts, enrollment reporting, registration processes, grade reporting, graduation processing, and institutional record maintenance, including the entry of historical records into the BANNER system. This position supervises office operations in the absence of the Registrar, monitors daily workflow, and assigns and coordinates work for full-time and part-time staff to ensure efficient and accurate service delivery.

POSITION CLASSIFICATION/COMPENSATION: This position is non-classified, full-time, and carries an Exempt status under the Fair Labor Standards Act, serving at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Manage the maintenance of the student records system in a timely and accurate manner
- Evaluates and approves transfer of academic credits from other institutions and maintains the correct transfer equivalencies in the BANNER transfer articulation module and Transfer Equivalency System (TES).
- Certifies students' eligibility for graduation, honors, participation in athletics, and other academically based activities and awards.
- Enters appropriate information into the student information system
- Maintains and enters data into the Degree Works program, entering changes, updates, and new academic programs as appropriate in a timely and accurate manner.

- Ensures student records are in compliance with the institution, state, and federal regulations.
- Generates reports to audit the accuracy of students' records; creates reports for the Registrar.
- Develops a strategy for, as well as conducts, the moving of old records to a secure location as needed, and implements the scanning process of old records into the BANNER system and the BDM.
- Processes updates regarding term setup, program requirements, course additions and adjustments, and other modifications required to maintain accurate student records.
- Works 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 students' grades through the electronic system, and conducts follow-up on grades not submitted by faculty.
- Responds with the highest degree of professionalism, accuracy, and timeliness to students, faculty, and public inquiries in a student-centered environment.
- Maintains Registrar's Office-related information on the University website and in other relevant communication venues (print and electronic media)
- Coordinates catalog updates and revisions, reports to the Provost Office.
- Coordinates with vendors on ordering diplomas, regalia, and related materials.
- Assists with general management of the office to ensure high-quality, efficient, and friendly delivery of student inquiries in-person and online services.
- Participates in university-wide committees as assigned.
- Assists with specialized assignments, new initiatives, and other duties as assigned by the University Registrar.
- Supports the programmatic operations of the Registrar's Office.
- Collaborates with the Registrar and other departments that plan and conduct new student orientation and academic workshops.
- Performs other duties as assigned by the Registrar.

MINIMUM REQUIRED QUALIFICATIONS: Bachelor's degree required. Minimum of 2 years of experience in administrative, management, or teaching experience, preferably in a higher education environment; experience in a Registrar's Office demonstrating working knowledge of modern registration practices and effective use of technology.

PREFERRED QUALIFICATIONS: Master's Degree.

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit 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 BSU Employment Application (form available at <https://www.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. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: March 24, 2026

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, April 8, 2026. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, 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 an H1B visa or employment sponsorship.