



Norwalk Community College

188 Richards Avenue
Norwalk, CT 06854-1655

Human Resources Office

July 28, 2016

ANNOUNCEMENT OF POSITION OPENING

POSITION: REGISTRAR – Community College Professional 19, 12-month, tenure track.

ANTICIPATED STARTING DATE: Fall 2016

MINIMUM QUALIFICATIONS: A Master's Degree in an appropriate field with two (2) years of experience in managing a comprehensive system of student records required. Five years experience preferred. Knowledge of student record practices and methods, knowledge of computerized manual systems for collecting, preserving and reporting student information, and strong information technology skills desired. NCC is committed to maintaining an inclusive and diverse campus community, therefore, applicants must demonstrate an understanding of the mission of the community college and its diverse community student population. Prior experience working with diverse populations is essential.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES: Under the direction and supervision of the Dean of Students, the Registrar is accountable for the accuracy, reliability, timeliness, retrieval, reporting and security of information about the College's students through effective management of the student registration process; comprehensive student records; interpretation, programming and implementation of academic policy; reporting of student information; budget management; and management of the records office staff. The position has extensive relationships with students, faculty, administrators and staff both internally and externally, requiring a high degree of courtesy, cooperation and a genuine interest in assisting others in the pursuit of learning.

MINIMUM SALARY: \$68,419 plus excellent State health insurance, retirement and related fringe benefits.

APPLICATION DEADLINE: August 26, 2016



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For application instructions, please click on the link below:

http://norwalk.edu/dept/hr/employment_opportunities/

Norwalk Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the college does not discriminate in employment on the basis status or criminal record. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Cheryl DeVonish, Title IX Coordinator, cdevonish@norwalk.edu 203 857 7016 and Fran Apfel, 504/ADA Coordinator, fapfel@norwalk.edu, 203 857 7192, Norwalk Community College, 188 Richards Avenue Norwalk, CT 06854.

Norwalk Community College is an affirmative action/equal opportunity employer, M/F. Protected group members are encouraged to apply.

All employment, if offered, is contingent upon proof of citizenship of eligibility under the requirements of the Immigration Reform and Control Act (IRCA) and a background screening.