

**CAPITAL COMMUNITY COLLEGE
REGISTRAR**

(Community College Professional 19)
12-Month Tenure-Track Position

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 950 Main Street, Hartford, CT 06103

Hours: 35 hours a week

Salary: \$62,613.00 approximate annual.

Closing Date: Letter of application must be postmarked no later than August 1, 2012

General Knowledge Skills and Abilities: Master's degree in an appropriately related field, together with two years of related experience which includes experience in the supervision of others.

General Experience: The Registrar manages a comprehensive system of student records and information at a two-year Connecticut Community College which offers degrees and certificates in a broad range of fields including occupational and career studies. Under the direction and supervision of the Dean of Student Services, the Registrar is accountable for the accuracy, reliability, timeliness, retrieval, reporting and the security of information about the College's students through effective performance in the essential functional areas which include: student registration; comprehensive student records; interpretation, programming and implementation of academic policy; reporting of student information; budget management; enrollment management and management of staff. The student records function encompasses areas such as: student registration; course and classroom scheduling; recording and archiving student demographic, grade, transcript and degree information; course catalogue history; may include the preparation of the College catalogue; and may include veterans' services. The College currently uses a complex computer-based student information system and the incumbent will manage several major modules of this system. The College also maintains substantial portions of its records in confidential paper, microform and other electronically imaged files. The incumbent will also be responsible for the creation and maintenance of data to provide an accurate record of each student's academic achievements.

Substitution Allowed: Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions: Send a letter of intent, resume, transcripts and the names of three references to:

**Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.