State of Connecticut
JOB POSTING

NAUGATUCK VALLEY COMMUNITY COLLEGE
ASSOCIATE REGISTRAR
(COMMUNITY COLLEGE PROFESSIONAL 16), 12 MONTH TENURE TRACK POSITION

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

Open To: The Public

Location: Waterbury, CT

Minimum Salary: $50,687, approximate annual, subject to collective bargaining increase, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: July 3, 2014 **Anticipated Starting Date:** Fall, 2014

MINIMUM QUALIFICATIONS:

Applicants must have a Bachelor's degree in an appropriate field together with one year of related experience.

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. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Associate Registrar is accountable for contributing to the accuracy, reliability, timeliness, retrieval, reporting and security of information about academic achievement of the College's students through effective performance in the areas of:

- **Comprehensive student records**
  - Analyzing and making decisions as to the appropriateness of student information in order to assure accuracy
  - Auditing records for graduation and advising students on transferability of course credits
- **Reporting of student information**
  - Extracting information and producing reports using both computer-based and manual data sources in a broad range of report types, including such documents as transcripts and certifications of candidates for graduation as well as reports of complex data required by boards and regulators and extensive and detailed lists of classes
- **Supervision of staff**
  - Training and preparing staff in methods of effective and efficient registration processing including training in required computer skills
  - Assuring the work capabilities of assigned staff and assuring their effective performance by providing training and direct supervision
- **General Responsibilities**
  - Use of student records practices and methods accepted by the higher education field
  - Use of computerized and manual systems for collecting, preserving and reporting student information
  - Favorable interactions with faculty, administrators, staff, students and public.

The student records function encompasses such areas as: student registration; course and classroom scheduling; recording and archiving student demographic, grade, transcript and degree information; and maintaining course catalog history.

TO APPLY: For complete application instructions, please go to the Naugatuck Valley Community College website at http://www.nv.edu/newsevents/employment.shtml

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

Naugatuck Valley Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043. Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708.