



# ASNUNTUCK COMMUNITY COLLEGE

170 Elm Street Enfield, CT 06082

860.253.3180

Fax 860.253.3069

Office of Human Resources

POSITION:

## REGISTRAR

Community College Professional 19  
12 Month, Tenure Track Position

ANTICIPATED STARTING DATE: April, 2015

**MINIMUM QUALIFICATION:** Master's Degree in appropriately related field with 3-5 years of Registrar's/Records Office related experience, which includes 2 years of supervision in a college or university setting. High degree of integrity and confidentiality and the ability to follow through on data information requests. Demonstrated advanced knowledge of student records practices such as: student registration; course and classroom scheduling; recording and archiving student demographic, grade, transcript, and degree information; and course catalog history. An understanding of the mission of the community college and a demonstrated ability to respond to and work with multiple constituencies in support of a diverse population. Advanced knowledge of computerized and manual systems for collecting, preserving, and reporting student information, e.g., BANNER and Microsoft Office Suite. Ability to develop and manage operating budgets and plans. Excellent interpersonal, communication, leadership, customer service and consensus-building skills required as well as skill in solving problems analytically, collaboratively, and collegially. Demonstrated ability to lead and direct staff in the performance of detailed and responsible work. Interpretation, programming, and implementation of academic policy.

Applicants who do not meet the minimum qualifications as stated must put in writing precisely how their experience has prepared them for the responsibilities of this position.

### RESPONSIBILITIES:

The Registrar works under the direction of the Director of Enrollment Management. This position is accountable for the accuracy, reliability, timeliness, retrieval, reporting, and security of information about the College's students. This position chairs the Records Retention Committee and is responsible for understanding and implementing effective policies and practices for the college campus as dictated by the CT State Library and Office of the Public Records Administrator. This position must be able to effectively perform: student registration, management of comprehensive student records, programming and implementation of academic policy, reporting of student information, budget management, and management of staff, including an Assistant Registrar and student workers. This position is expected to have extensive relationships with students, faculty, administrators, and staff which require of the incumbent a high degree of courtesy, cooperation, and a genuine interest in assisting others in the pursuit of learning. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments in contributing to student enrollment and retention. This position is responsible for upholding all curricular policies and communicating all processes and changes to appropriate administration and staff.

MINIMUM SALARY: \$66,426 approximate annual salary, plus fringe benefits

TO APPLY: Send letter of intent, resume, Board Application (found on the Employment Tab at [www.asnuntuck.edu](http://www.asnuntuck.edu)) to:

Human Resources – **JOB CODE: REG**

Asnuntuck Community College

170 Elm Street

Enfield, CT 06082

Fax to (860) 253-3069

Or email to [AS-Student.Services-HR@asnuntuck.edu](mailto:AS-Student.Services-HR@asnuntuck.edu)

APPLICATION DEADLINE: March 1, 2015

ASNUNTUCK COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER, M/F. PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Asnuntuck Community College does not discriminate on the basis 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: Cheryl Cyr, Title IX Coordinator, [ccyr@asnuntuck.edu](mailto:ccyr@asnuntuck.edu) (860) 253-3045 and Maki McHenry, Section 504/ADA Coordinator, [mmchenry@asnuntuck.edu](mailto:mmchenry@asnuntuck.edu) (860) 253-3021, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082