

Associate Registrar - Direct Hire - Buffalo, NY

A well respected Higher Education institution seeks a technically savvy Associate Registrar, or higher, who is ready to take the next step. Responsibilities include providing Dean level support for the interpretation of Registrar policies relating to Student Academics. Policy writing and updating will also be the responsibility of this individual. Experience with Academic based, Information Technology Systems and Applications are required. Duties include automating manual procedures through the use of new IT systems designed to automate Registrar duties. Significant amounts of time will be spent working with Student Scheduling and Transfer of Credit initiatives. Knowledge in both areas is required. We are seeking a person with leadership potential who gets the big picture. One who has the ability to respond quickly to the Dean's needs and who can drive initiatives. Strong writing skills are required. Outstanding presentation and communication skills are a must. A higher Education degree is required for this position.

Key Words:

Registrar
Student Services
Scheduling
Transfer of Credit

Salary:

DOE

Benefits:

Comprehensive

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