



Position Description

Position Title: Registrar

Date: January 2025

Department: Registrar's Office

Full-time/12-month

Reports to: Executive Director of Institutional Effectiveness

Primary Function: Manage the operations of Alverno College's Registrar's Office in keeping with institutional goals, enrollment objectives, Alverno's abilities- and assessment-based curriculum, and federal, state and institutional guidelines

Principal Responsibilities

1. Develop, implement and evaluate an effective and technologically up-to-date Registrar's Office, while maintaining a student centered, student friendly office.
2. Hire, supervise, develop, coordinate the office staff, including delegating supervisory roles while maintaining a team approach.
3. Assure compliance with applicable federal and state regulations.
4. Assure that deadlines in the Academic Calendar are adhered to, and that processes such as roster verifications, graduation checks and degree postings are completed in a timely manner.
5. Promote the integration of technology, the streamlining of processes, the elimination of redundancies in office procedures and functions by capitalizing on the use of current technology in all related areas.
6. Attend all undergraduate Curriculum Committee and Grad Council meetings and assure that new or revised courses, programs, and policies are included in the next Catalog.
7. Assign registration times, forecast and schedule courses and final assessments
8. Assure the appropriate and timely handling of transfer credits
9. Take responsibility for ensuring the student information computer system and related reports meet the needs of faculty, staff and students for all student related areas e.g. curriculum management, faculty information, academic records, registration, degree audit, all reporting aspects of the ability based curriculum, retention, graduation rates etc.
10. Promote the maximum use of the student information computer system by faculty, staff and students
11. Serve as liaison to the college wide computer systems' directors for faculty, staff, student academic, Registrar related needs.
12. Make observations and decisions, point out trends and implications related to direction setting, proposed programs, practices and policies that faculty and staff are considering that impact the responsibilities of the Registrar's Office
13. Present a balance of realistic implications and creative problem solving to proposed ideas that impact the Registrar's Office responsibilities.
14. Keep abreast of national Registrar related issues and new directions and make recommendations as appropriate,

15. Develop and maintain positive and proactive working relationships with multiple academic, administrative support, and academic support departments in relation to the responsibilities of the Registrar's Office.
16. Participate in department meetings, committees, and official College functions when appropriate.
17. Demonstrate a commitment to Alverno's mission, values, and abilities- and assessment-based curriculum.
18. Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social, and Spiritual.
19. Oversee and manage the office budget.
20. Participation on other college committees as relevant.
21. Perform other tasks as necessary to support the mission of the College.

Minimum Qualifications

1. Master's degree required.
2. Higher education experience required, including a minimum of three years of experience working in a Registrar's Office.
3. Proficiency with CourseLeaf catalog software strongly preferred.
4. Demonstrated skills in leadership, accuracy and working with details.
5. Requires the ability to work with and maintain confidential information.
6. Requires the ability to work independently as well as collaborate with others.
7. Requires a working knowledge of Microsoft Office and database systems.
8. Requires excellent written and oral communication skills including the ability to communicate and respond to both internal and external customers professionally and in a timely manner. Must have the ability to read, interpret, write and complete documents such as reports and general correspondence.
9. Requires demonstrated flexibility and adaptability to changing business environment including the ability to multi-task; and the ability to perform job responsibilities under moderate levels of stress, imposed by peak workloads, student/customer contact, diverse personalities, and frequent interruptions.
10. Requires strong problem-solving skills including the ability to define problems and propose feasible solutions; establish facts and draw valid conclusions; and make decisions with informed judgment and decision support.
11. Self-directed with strong problem-solving skills including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness, including collaborating with others.
12. Attention to detail, strong organizational competence, and the ability to coordinate multiple deadlines simultaneously in a fast-paced environment.
13. Ability to speak and hear. Able to freely move throughout the campus. Must have the ability to occasionally lift and/or move up to 20 pounds and occasionally lift and/or move up to 35 pounds.

How to Apply

- Apply online at [Alverno College - Employment Application](#)
- Please attach your cover letter, curriculum vita or resume, teaching philosophy statement, official or unofficial graduate transcripts, and three professional references to the online application. Applications with missing components will not be reviewed.