Position Title: Assistant Registrar
Purpose of Position: Support the Registrar’s Office with all aspects of the office’s services
Classification: Administrative
Education: Bachelor’s Degree
Supervision Received: General supervision; reports to the Registrar
Supervision Exercised: May coordinate activities of student employees
Work Schedule: Twelve month, full-time; Monday – Friday, some evening and weekend work required
FLSA Classification: Exempt

Example of Duties:
This position involves frequent verbal, written and email correspondence with students, parents, and Adrian College faculty and staff. The successful candidate will:

- Monitor and report on student’s progress toward degree completion, including graduation requirements in the major, minor and teacher certification.
- Complete individual degree requirements with students.
- Determine eligibility for graduation, athletics, honors, and awards.
- Interpret and apply Adrian College academic policies and procedures when working with students and faculty.
- Prepare student enrollment verifications and maintain records on each enrolled military veteran.
- Prepare correspondence, reports, procedures, and other documents
- Assists the registrar with special projects including coordination of the graduation ceremony and related activities.
- Evaluate the effectiveness of and recommend and implement policy changes in office operations.
- Perform other duties as assigned.

Minimum requirements:
- A Bachelor’s degree or specific, relevant experience in a higher education administrative setting;
- Basic computer skills including Microsoft Office and general database applications;
- Must be detail-oriented and have a demonstrated ability for accuracy in record keeping and computations;
- Excellent interpersonal and communication skills;
- Ability to interact effectively with others.

Desired Qualifications:
- Experience in Higher Education;
- General knowledge of Adrian College academic policies and procedures;
- Experience with teacher education requirements preferred.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter, resume, and the contact information for two references to Stefanie Mineff at smineff@adrian.edu by May, 25, 2016.