



Position: Assistant Registrar for the School of Arts and Sciences

Location: Montreat, North Carolina

Start Date: August 2017

Summary: The Assistant Registrar for the School of Arts and Sciences is the primary administrator and contact for academic records and inquiries about the School of Arts and Sciences (SAS) for the Office of Records and Registration.

Duties and Responsibilities:

Maintain data integrity for the School of Arts and Sciences (SAS) in the database systems and student records; train academic advisors in academic standards and the utilization of available technology; counsel students in academic degree tracking; oversee application of transfer credit; website editing for the Registrar's office; oversee creation and maintenance of academic department four-year degree plans; maintain excellent communication with SAS students regarding graduation and scheduling requirements; build semester class schedules and monitor classroom usage; oversee grade submission for SAS courses; determine academic honors; monitor SAS student progress toward degree completion; certify SAS students for graduation; work closely with Admissions for new student advising, registration, and transfer credit evaluation; process athletic eligibility and work with coaches to maintain NAIA eligibility requirements; work closely with Financial Aid and Student Services to coordinate data flow; manage re-admission application process and SAS withdrawal process; assist with retention efforts, working closely with the SAS Retention Steering Committee and Catalyst system input; supervise and train work-study students; edit and implement advising and registration workbook; assist with advising and registration events; assign academic advisors to SAS students; assist in other office tasks as necessary.

This position reports directly to the Registrar and works closely with the SAS faculty advisors and the offices of Student Services, Enrollment Management, and Academic Affairs.

Qualifications:

The successful candidate will demonstrate a professional and personal commitment to the Mission, Vision, and Community Life Covenant of Montreat College found here:

<http://www.montreat.edu/about/mission/> .

The ideal candidate will have experience working in a records office or other office environment where data integrity, technology applications, and customer service are top priorities. Qualifications and expectations will include, but are not limited to, the following:

* Demonstrate and articulate a personal Christian faith.

*A willingness to be part of a team working in a goal-oriented environment.

*Maintain an organized flow of data and communication between the Registrar's Office, faculty advisors, and students.

*Critical thinking and problem solving skills with great attention to detail.

*Excellent customer service and communication skills.

*Proficient in use of Microsoft Office programs.

*Knowledge of computerized student databases and student information systems, PowerCampus or Jenzabar preferred.

Education/Experience:

Bachelor's degree including knowledge in or experience with information systems.

Supervision:

Registrar

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled.

Candidates are requested to send the following materials:

- 1) Application <https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>
- 2) Cover Letter
- 3) Résumé
- 4) All College Transcripts
- 5) Statement of Faith
- 6) List of Three Professional References with Contact Information

Send materials by email to:

Aaron Huntley, Registrar
Montreat College
aaron.huntley@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Additional locations in Asheville, Charlotte, and other cities supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.