



**Position:** Registrar

**Location:** Montreat, North Carolina

**Start Date:** When Filled

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

**Duties and Responsibilities:** The Registrar oversees the office responsible for all student academic records and student registration in both the School of Arts and Sciences (SAS) and the School of Adult and Graduate Studies (AGS).

Primary duties include: supervise the Registrar's Office staff, policies, and procedures; oversee staff training and compliance with federal, state and college standards; oversee data standardization for all student records; oversee staff education and enforcement of Family Educational Rights and Privacy Act; compile data for college, federal and state reports; oversee student record maintenance, course scheduling, registration, degree progress, and graduation for SAS and AGS; participate on campus wide committees and teams as needed; coordinate enrollment verifications procedures; oversee NAIA athletic eligibility certification; coordinate academic catalog and calendar revisions; oversee VA certifying official; serve as SEVIS PDSO; oversee budget for Registrar's Office ; oversee communication between the Registrar's Office and staff, faculty and students; work closely with retention initiatives and data collection; work closely with advisors, financial aid, and admissions.

The position reports to the Vice President for Academic Affairs.

**Minimum Qualifications:**

The ideal candidate will have at least 2 years of experience as a Registrar or Assistant Registrar at a regionally accredited college. Qualification and expectations will include, but are not limited to the following:

- Master's degree from a regionally accredited institution preferred. Bachelor's degree required.
- Maintain an organized flow of data and communication between Registrar's Office and campus offices.
- Critical thinking and problem solving skills.

- Knowledge of computerized student databases and student information systems. Jenzabar experience strongly preferred.
- Excellent customer service, organizational, and communication skills.
- Demonstrate and articulate a personal Christian faith.
- Skill with Microsoft Office Suite, especially Excel.
- Ability to multi-task.

**Supervision:**

Vice President of Academic Affairs

**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) Complete [application](#).
- 2) Letter of Application
- 3) Curriculum Vitae
- 4) Transcripts
- 5) Statement of Faith
- 6) List of Three References with Contact Information

**Send materials by email to:**

Brad Faircloth  
Co-Academic Dean for Academic Affairs  
Montreat College  
c/o Registrar Search Committee  
bfaircloth@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 Morganton 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.