



## Associate Registrar

College of Saint Mary is seeking an Associate Registrar to join our team. This position is responsible for the integrity of student information in evaluating transcripts for new students each semester, classroom scheduling and final exam scheduling. This position also acts as Veteran's Administration representative for CSM, certifies eligibility for athletes and is responsible for accuracy of student records, both in current records and in archived files.

### **Essential Functions**

- Evaluates new and continuing student transcripts to apply toward CSM courses. Enters transfer credits into student database.
- Initiates course scheduling process each semester. Requests input from faculty and creates course schedule.
- Serves as primary contact for Veterans Benefits. Certifies students for Veterans Administration benefits payment. Monitors student status and reports any changes to VA.
- Certifies athletes for NAIA. Works with Athletic Director and faculty representative.
- Primary Registrar contact for new student registration days. Member of the committee and makes sure evaluations are ready and student are cleared to register. Provides help to new and continuing students and faculty on Self Service and general use of the CSM communication and information access systems.
- Oversees classroom conditions and advises maintenance of necessary repairs. Administrator for class and room scheduling software application used to schedule classes. Contact for room requests involving classrooms. Schedules classrooms for final exams based.
- Assists the Walk Tall Honors Program Director with administrative coding and tracking of students in the program.
- Member of the Graduation Committee. Coordinates the Registrar Office functions with the committee. Coordinates the Master's Hooding Ceremony.
- Creates registration timetable for Registrar office and academic division chairs. Updates Registration criteria in Self Service. Oversees registration process. Assists in data entry of registrations and withdrawals, processes transcripts and enrollment verifications as needed.

### **Education and Experience**

Bachelor's degree in Education, Management or related field, plus one year of responsible experience in the Records/Registrar area, including computerized data management. Strong communication and organizational skills and PC and software literacy are essential.

### **Application**

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

### **[Application for Associate Registrar](#)**

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*