



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Assistant Registrar

Are you a detail-oriented professional who excels at communication? You might be a perfect fit for Assistant Registrar. The position serves as the first point of contact for students, faculty, and staff, and plays a critical role in the day-to-day operations of the Registrar's Office.

Our Idea of a Perfect Candidate:

- Able to handle multiple priorities with precision.
- Excellent written and verbal communication.
- Detail-oriented with strong organizational skills.

Our Ideal Candidate's Education and Experience Include:

- High school diploma.
- Two years of experience in Records/Registrar or similar environment.
- Proficiency with Microsoft Office applications such as Word, Excel, and Access.

This Position Is Responsible For:

- Communicates effectively by phone, email, and in person
- Processes student forms and transcript requests
- Maintains personal and registration information in the Student Information System (SIS)
- Oversees creation and organization of permanent student files
- Collaborates with other departments to support university-wide initiatives

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

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

Please apply using the following link: [Assistant 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.