



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.

Registrar

Are you looking for a truly unique opportunity to create change and drive innovation, and to make a measurable impact?

If so, our Registrar position might be the right fit for you. This position offers the opportunity to push boundaries and help advance data driven decision making throughout the student lifecycle.

Our Idea of a Perfect Candidate Is Someone Who:

- Is a problem solver with the ability to understand academic compliance, policies and procedures.
- Is a quick learner who can execute innovative strategies with guidance from various key stakeholders.

Our Ideal Candidate's Preferred Education and Experience Include:

- Bachelor's degree in Education, Management or related field from an accredited institution of higher education
- Five years of progressively more responsible experience in Registrar or Student Records Office
- Thorough knowledge of higher education principles, practices, and procedures related to all Registrar functions.
- Master's degree from an accredited institution of higher education with preparation in relevant areas is preferred.
- Other desirable characteristics for the new Registrar would include experience with the student records and advising functionality in both PowerCampus and e-advising systems such as AVISO.

This Position Is Responsible For:

- Managing and lead staff to complete complex projects using knowledge of student system technology, project management methodology and tools, strategic planning, and workload management.
- Administering complex, computerized student information systems and processes directly related to student record confidentiality and FERPA regulations, understanding of academic programs, degree requirements and academic policies in a university/educational setting.
- Administering student record confidentiality issues as well as how to administer FERPA regulations.
- Providing clear understanding of academic programs, degree requirements and academic policies in a university/educational setting.
- Demonstrating strong interest in working with and being an advocate for diverse populations within the University, including students, faculty and staff, administration, and alumni.
- Exhibiting clear commitment to inclusive excellence, diversity, and equity.
- Providing well developed communication, leadership, interpersonal, organizational, and team-building skills.
- Demonstrating excellent technical, analytical, and problem-solving skills.

Why You Want to Be on This Team:

- You would be 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: [Application for 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.