

## **REGISTRAR**

The Registrar has primary responsibility for recording, maintaining, and processing student academic records and upholding the academic integrity of the College. Working collaboratively with the Office of Academic Affairs and other administrative offices, faculty and staff members, individual students, and various campus committees, the Registrar assists in establishing, implementing, interpreting, and applying academic policies and procedures. Furthermore, the Registrar is responsible for the accuracy, security, and maintenance of academic records; develops effective processes and coordination of course scheduling; and is responsible for grade processing, transcript production, enrollment verification, diploma processing, and degree audits. The Registrar also plays a significant role in institutional data-recording and data-reporting.

A Bachelor's degree is required; an advanced degree is preferred. The position requires the following qualifications: familiarity with and experience in a higher education setting (preferably in a small, private baccalaureate institution); excellent computer technology skills, including an ability to perform a variety of duties within an administrative software program; excellent analytical and communication skills; and an ability to interact effectively with a variety of internal and external constituencies, especially including faculty, staff, and students. The successful candidate will demonstrate an ability to conduct all responsibilities with a focus on providing exceptional customer service.

This 12-month, full-time staff position reports directly to the Vice President for Academic Affairs. Interested candidates are invited to send a letter of interest and resume, along with the names of at least three professional references, to the Vice President of Academic Affairs, Brevard College, One Brevard College Drive, Brevard, NC 28712 or email to [vp-aa@brevard.edu](mailto:vp-aa@brevard.edu). Review of applicants will begin immediately, and the position will remain open until filled.

In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all final candidates being considered for employment. Brevard College seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics. Brevard College is an Equal Opportunity Employer.