

Position title: **Registrar**

Application Deadline: 1<sup>st</sup> July 2018

## **Registration and Student Academic Support**

### **Job description (Summary)**

The University Registrar is responsible for the supervision and management of all administrative and operational functions of the Office of the Registrar. The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrolment; builds secure student data files and sets policy and procedure for their responsible use; maintains up-to-date course schedules, catalogs, final examination schedules; manages efficient use of classrooms. The Registrar supervises the processes for the articulation of transfer credits, graduation and certification of baccalaureate and associate degrees, enrolment and degree verification, production of official transcripts, diplomas, and commencement ceremonies. The Registrar counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies and regulations of the University

### **Responsibilities:**

- Manage the registration process for students: coordinating advisement, processing enrolment, and assisting students returning to NYU New York
- Assist IUE and visiting students with registration for classes at the site and with their registration in preparation for their return to the university
- Assist all students with the processes for Drop/Add, Pass/Fail, and Withdraw and monitor student progressions
- Assist in providing general support to students over class issues and complaints
- Monitor excused absences (non-medical) for students
- Grades and Record-Keeping
- Manage the process of grading at the site, including the timely submission of grades, grade change information, and monitoring of grading standards
- Oversee the on-site process for grade complaints, challenges and appeals
- Ensure the appropriate maintenance of academic records
- Maintain records for students of grades, attendance, class offerings, etc. according to correct procedures
- Administer and review class and program evaluations
- Collate accurate class attendance records

### **Qualifications:**

A bachelor's degree is required.

### **Skills:**

- be able to work with a variety of people and have exceptional communication skills, including when collaborating with multiple college departments.
- Highly organized and be able to quickly adapt to change.
- Attention to detail.
- Able to collaborate with students and faculty.

### **To Apply:**

Apply by e-mailing your updated CV to [jobs@ue.edu.krd](mailto:jobs@ue.edu.krd) with the title of the position in the subject line.