Position Summary
The Assistant Registrar provides operational and functional support to the Registrar’s Office. The position is responsible for maintaining the integrity of student's personal information and academic records. Provide effective support for the Registrar and the leadership team in the establishment and realization of the long-term vision for the unit. The position also assumes full responsibility and authority for the operation and administration of the Registrar’s Office in the absence of the Registrar and Associate Registrar. All Registrar’s Office staff members must have the ability to excel in team and individual settings, multi-task, problem solve, manage their time, and maintain positive experiences with student, staff, and faculty while thriving in a fast pace environment.

Minimum Qualifications
- Bachelor’s Degree or equivalent combination of education and experience.
- Three or more years of job related experience.

Preferred Qualifications
- Experience or training that demonstrates strong organizational skills.
- Experience working with student information systems and databases experience.
- Experience working in higher education, particularly records and registration.
- Experience in course evaluation, transcript analysis, and articulation agreements.
- Ability to organize time and tasks is essential.
- Strong computer skills, including the ability to operate a student information system, as well as the ability to perform all email functions in Microsoft Outlook and operate other Microsoft Office programs.

Desired Skill Set
- Ability to communicate effectively orally, in writing, and by computer to internal and external constituencies
- Subject Matter/Technical Expertise
- Team Player
- Strong attention to detail and ability to multi-task
- Office & Personnel Management
- Registrar’s Office Polices & Practices
- Effective Utilization of Resources
- Effective critical thinking abilities are vital
- Effective Utilization of Resources
- Application of applicable laws and regulations
- Project Management

Major Responsibilities
- Manage all daily operations of the Registrar's Office in the customer service, front-end inquiries related to registration and records services, and employee tuition waivers.
- Oversee transfer evaluations, transfer equivalencies, quality control, technology improvements and implementations, business process improvement in these operational areas (continued
automation and improvement of record systems, which help to improve service and increase overall efficiency), TEO (Teacher Education Outreach) and other special programs.

- Supervise three full-time staff and coordinate information with other operational areas, managing all the incoming traffic of the office with the goal of being able to resolve the majority of questions and concerns.
- Assist in establishing, writing and updating transfer guides with other higher education institutions.
- Manage and develop internal office documentation and training programs; manage the office Wiki and work with the Registrar and Associate Registrar-Curriculum, Completion & Compliance Services to further develop and maintain this information.
- Manage the grade collection process, including blank (no) grade follow-up.
- Works closely with International Programs Office in evaluating transcripts of students that have completed an approved study abroad program.
- Manages the imaging process for academic records.
- Resolve transcript discrepancies with faculty.
- Interprets policy and recommends new approaches to registration conflicts.
- Provides recommendations for changes in policies and procedures.
- Manage and monitor inquires related to term withdrawals.
- Assume full responsibility and authority for the operation and administration of the Registrar's Office in the absence of the Registrar and Associate Registrar.
- The position will serve as a certifying official for the VA educational benefits and manage the VA certifying process.
- Other duties as assigned.

Compensation
Salary range is $41,500-$45,000, depending on experience, plus a comprehensive benefits package.

Application Process
A complete application packet includes:
- Cover letter addressing interest and qualifications for position
- Resume
- Names and contact information for three current, professional references

Submit materials as one PDF file via email:
Theresa Rodriguez
Rodriguez_t@fortlewis.edu

Application materials received by July 15, 2017 will receive full consideration.
Position will remain open until filled.

The successful candidate will be required to submit original, official college transcripts, and pass a background check.
Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, or veteran status. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff.

About Fort Lewis College and Durango
Fort Lewis College is Colorado’s public liberal arts college, offering baccalaureate degree programs in the arts, humanities, social sciences and natural sciences as well as professional programs in applied sciences, teacher education, and business administration. The college has a diverse student body with an enrollment of about 4,000 from 46 states and 22 nations, 24% Native American, and 11% Hispano.

The campus is located on a mesa top at the foothills of the San Juan Mountains as it converges with the desert Southwest. The College contributes directly to the cultural and economic vitality of the area.

Durango is the hub of Southwestern Colorado, situated in a beautiful mountain valley with nearby peaks reaching 14,000+ feet. A mild four-season climate allows numerous opportunities for skiing, fishing, biking, golfing, etc. With an area population of 45,000, Durango is cosmopolitan for its size and is served by major airlines with direct connections to Denver, Phoenix, and Dallas. It is 3.5 hours driving distance from Albuquerque, N.M.