



Registrar - Internal Posting

Date Posted: January 25, 2023

Title of Position: Registrar

Bargaining Unit/Anticipated Salary Range: MEA Administrator; Level V; Starting Salary: \$51,381.80 - \$61,352.54

Anticipated Start Date: Spring 2023

Responsibilities: This position reports directly to the Vice President of Student Affairs and provides collaborative leadership in efforts to maintain and improve the student information system, establishes the College's academic schedule and classroom assignments, implements changes to degree and course requirements, determines satisfactory academic progress and graduation eligibility, and oversees the publishing of the college's annual academic catalog. This position also manages all of the College's registration processes and procedures, concurrent enrollment offerings, articulation agreements with other institutions, evaluation of transfer credit, and prior learning assessment.

Minimum Qualifications: Master's Degree with 3-5 years of experience in a college setting required. Bachelor's degree and significant related experience will be considered. 3-5 years of supervisory experience in an educational environment.

Preferred Knowledge, Skills, and Abilities:

- Excellent written, oral and interpersonal skills
- Experience in planning, organization, and project management (3-5 years)
- Experience hiring, training and supervising staff (3-5 years)
- High level of attention to detail
- Computer knowledge and skills including desktop publishing, Jenzabar System, and online programs (3-5 years)
- Strong public relations/human relations skills
- Knowledge and experience counseling and advising students (3-5 years)
- Valid Maine driver's license

Benefits: 100% employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF, and generous paid time off package. **Note:** Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Position open until filled, and review of applications begins immediately.

Institutional Summary: Eastern Maine Community College offers over 30 one- and two-year programs as well as short-term and specialized training and retraining courses for business, industry, and the community. We award associate in applied science, associate in science, and associate in arts degrees; certificate and advanced certificates; and documents of completion for customized, short-term programs and courses. The 72-acre campus is located in Bangor just a short drive from Maine's scenic coast and mountains.

Eastern Maine Community College is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact (207) 974-4637