

Assistant Registrar

Posting Date: November 13, 2009 revised November 19, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary: The Assistant Registrar is responsible for assisting both internal and external customers including students, faculty, and staff. This position focuses on the processing, retention, and management of student records and detailed preparation for registration and graduation. This is a management position that requires the supervision of full-time, part-time, and work study students. Other responsibilities include the preparation of college and state reports, accurate maintenance of confidential records and extensive interaction with students. This position manages the day-to-day activities of the Enrollment Services Counter and the Call Center, ensuring appropriate customer service and information are provided to students and the general public. The Assistant Registrar performs additional duties as determined by the Registrar. **Departmental work hours are from 8am to 9pm Monday through Thursday** and 8am to 5 pm on Friday. A flexible work schedule will be determined by the supervisor to cover the necessary hours. Registration, graduation and other heavy work periods will require additional hours. Evening and weekend work may be required.

Qualifications:

A Bachelors degree is required; Masters preferred.
Supervisory experience required. Must have the ability to train, manage and evaluate direct reports and work-study students.
Experience in higher education, particularly in a community college setting, is desired.
General knowledge of the philosophy of comprehensive community colleges.
Exhibited skills in communication, interpersonal relations, office management, records management, supervision, office procedures and bookkeeping are essential.
Participates as a team member, understands and interprets rules and regulations as well as readily adjusts to change.
Experienced in use of a personal computer.
Possesses a pleasing telephone manner; diplomatic and tactful in dealing with the general public, students, staff and faculty.
Shows initiative and requires little or no supervision in order to achieve assigned duties.
Good organizational and planning skills.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at International Education Evaluations, Inc.

POSITION VACANCY

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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE