



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

humanresources@martincc.edu

www.martincc.edu/jobs

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Registrar

<b>Position:</b>	<b>Registrar (Full-time)</b>
<b>Job Summary:</b>	Under limited supervision, the Registrar oversees, coordinates, and monitors the registration functions.
<b>Qualifications:</b>	<p>Required:</p> <ul style="list-style-type: none"> <li>• Bachelor's degree with coursework in business administration, accounting, education, or a related field</li> <li>• Two to three years of administrative responsibility in a Student Records, Registrar, or Admissions Office at a higher education institution</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Experience using Ellucian Colleague</li> <li>• Experience evaluating official academic transcripts for college transfer credits</li> </ul>
<b>Essential Job Functions:</b>	<ul style="list-style-type: none"> <li>• Maintains permanent records of students' progress and completed course work including grades, grade changes, test scores, student deficiencies and other academic achievements</li> <li>• Advises on credit transferability and requirements</li> <li>• Disburses memorandums to current students concerning pre-registration and registration; disburses follow-up notices of unmet requirements; provides list of persons ineligible to re-enroll in the college to computer technician</li> <li>• Assists with pre-registration and late registration activities; directs students to appropriate locations for testing, applying and registering; assists with adding and dropping students from classes</li> <li>• Processes records and forms for registration of students; requests transcripts from various schools as needs; post transcript information to college systems; prepares folders for students' files student data</li> <li>• Assists in maintaining files of current and inactive students; ensures accuracy and confidentiality of student files; monitors the evaluation of transcripts; destroys inactive files as needed</li> <li>• Assists with updating and revising college student handbook, career catalog, and other publications</li> <li>• Prepares and sends copies of transcripts upon request</li> <li>• Supervises the Assistant Registrar</li> <li>• Attend group meetings and professional development</li> <li>• Participates in the verification of information for the data card report; prepares IPEDS and NCHED reports</li> <li>• Serves and participates in a variety of college committees and institutional activities</li> </ul>
<b>Anticipated Hiring Range:</b>	\$46,073 - \$69,110; based on experience
<b>Additional Information:</b>	None
<b>Benefits:</b>	<p>State Health Plan  Dental Insurance  Vision Insurance  Additional Supplemental Insurances  NC Retirement Plan  Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared)  Paid Holidays</p>

<b>FLSA Status:</b>	Exempt
<b>Application Deadline:</b>	Start Date: TBD Applications accepted: Application Deadline August 10, 2021

**SUBMISSION OF APPLICATION:**

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/jobs>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [humanresources@martincc.edu](mailto:humanresources@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892