

**Posted:** June 8, 2020



## POSITION ANNOUNCEMENT

**TITLE:** ASSOCIATE REGISTRAR COURSE MANAGEMENT

**DEPT:** REGISTRAR

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$38,000- \$40,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

**INTERNAL POSTING THROUGH:** June 16, 2020\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

The primary responsibility for Banner Course/ Catalog Management to include maintaining course information in banner, class scheduling, final exams, as well as curriculum and course changes. Process and provide direction and supervision for classroom schedules engages with department chairs on adherence to classroom schedule matrix and resolution of classroom and final exams scheduling. Collects and analyzes data on the use of classroom space and if needed campus wide data. Assist the Registrar with update and publishing the University catalog both in print and online. Assist with enrollment services to include grade processing. Supports University Veteran's as a certifying officer.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required in Higher Education or management. Five (5) or more years' of experience in a Registrar's Office for an accredited university/college required. Working knowledge of Banner or another Student system required. Working knowledge of advanced scheduling software system required. Working knowledge of Veteran's certifications desired.