POSITION ANNOUNCEMENT

TITLE: ASSISTANT REGISTRAR

DEPT: REGISTRAR

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $35,000 - $43,000
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: July 25, 2017*
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:
Assist the Registrar with all functions of the Office of the Registrar, including, but not limited to, assuring a smooth functioning enrollment and registration process, resolving issues related to enrollment and registration, working to improve the enrollment and registration process, and assisting with Registration, Orientation, preparation of course schedule, preparation of final exam schedule, prerequisite checking, classroom scheduling, curriculum changes and publication of NMT catalog, purchasing and accounting duties, Convocation and Commencement.

REQUIRED QUALIFICATIONS:
Bachelor’s degree required. Experience working with students at an institution of higher education required. Experience managing records in at an institution of higher education required. Experience using Banner forms and BanWeb self-service desired. Strong customer service skills required. Strong experience with Microsoft Word, Outlook, and Excel required. Ability to learn new software programs required. Ability to prioritize tasks, meet deadlines, and work independently required. Demonstrated analytical ability required. Demonstrated organizational skills required. Ability to use of standard office equipment (printer, fax, copier, etc.) required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 104, Socorro, NM 87801-4796