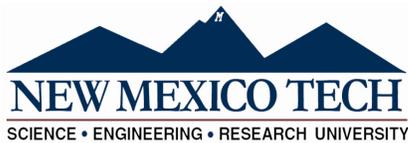


Posted: March 6, 2026



REVISED
POSITION ANNOUNCEMENT

TITLE: ASSOCIATE REGISTRAR

DEPT: REGISTRAR

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$63,000

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: 02/26/2026* 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 SUMMARY:

Reporting to the Registrar within the Student Affairs Division. The Associate Registrar is responsible for supporting the mission of the Registrar's Office by managing student records operations, maintaining compliance with institutional and regulatory policies, and preservation of New Mexico Tech's student course enrollment and academic records. The Associate Registrar administers many of the day-to-day operations of the Registrar office and provides leadership in the administration, optimization, and integration of student information systems. This role partners with academic departments to support student learning and progress, ensuring equitable and consistent application of administrative and academic policies and procedures.

JOB FUNCTIONS:

Assist the Registrar in the daily operations of the office, including registration, records maintenance, transfer credit evaluation, academic scheduling, grading, degree audit, and conferral.

Support the maintenance and publication of the NMT Academic Catalog and online course schedules

Interpret and enforce academic policies, procedures, and federal/state regulations (e.g., FERPA, accreditation standards).

Support faculty and academic departments with course scheduling, classroom assignments, and grading processes.

Participate in institutional committees and initiatives related to academic policies, student success, and compliance.

Facilitate the maintenance of Registrar's Office web content, forms, and communications.

Participate in system testing, upgrades, and customizations of the student information systems

Provide supervision, training, and guidance to Registrar's Office staff and student employees.

Serve as the Registrar in his/her absence.

Other duties as assigned

REQUIRED QUALIFICATIONS:

Bachelor's Degree in Any related field. Two years of experience in higher education administration. Candidates without a Bachelor's degree but with extensive experience (including 5+ years) in a university registrar office will be considered. Demonstrated attention to detail and accuracy in data handling. Ability to handle confidential records with integrity. Excellent analytical, problem-solving, and project management skills. Strong interpersonal and communication skills, with the ability to collaborate across campus units.

DESIRED QUALIFICATIONS:

Experience with Banner or similar student information systems. In-depth knowledge of FERPA and other applicable federal/state regulations. Advanced proficiency in Microsoft Office (especially Excel) and google workspace. Supervisory or team leadership experience.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	N
100 + pounds	N

PHYSICAL DEMANDS:

Standing 30%	Sitting 40%	Walking 10%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping 5%	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu