

Registrar

Mount Saint Mary College is a private liberal arts college located in New York's scenic and historic Hudson Valley, 60 miles north of New York City. With 2,700 students attending both day and evening programs, and a student-faculty ratio of 15-1, the atmosphere at the Mount is close and personal. The college offers over 50 undergraduate programs, including business, communication arts, education, health professions and social sciences, and graduate degree programs in business, nursing and education.

Mount Saint Mary College invites applicants for the position of Registrar reporting to the Vice President for Enrollment Management and the Associate Dean of Academic Affairs. The Registrar is responsible for student registration, the maintenance of student records, degree certification, and FERPA compliance. The Registrar prepares class schedules, the academic calendar and related catalogs and bulletins. This officer works closely with administration and faculty to estimate instructional needs, prepare statistical reports, compile class averages and ranks, and issue grade reports regularly. The Registrar must also hire, train, evaluate, and supervise the staff of the Registrar's office, and maintain a cohesive team environment.

QUALIFICATIONS

1. Master's degree (or higher) from an accredited college or university preferred, plus a minimum of three years of managerial experience as Registrar, Associate Registrar, or closely related enrollment management professional at a higher education institution;
2. Demonstrated knowledge of student information systems;
3. Proven leadership abilities, including strong verbal and written communications skills, and experience supervising and evaluating staff;
4. Experience working collaboratively with faculty and academic leaders;
5. Experience with Jenzabar is preferred;
6. Demonstrated and practical knowledge of Microsoft Office Suite.

Please send a cover letter, resume, and names and contact information for three references to:

Mount Saint Mary College, 330 Powell Ave., Newburgh, NY 12550, Attention: Art Criss, or email to shirley.adams@msmc.edu.