



Position Opening Notice Registrar

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Organizational Relationship:

The Registrar reports to the Vice President of Operations.

Required Qualifications:

- Bachelor's degree
- Working knowledge of the records and registration function within a post-secondary educational environment
- Knowledge of and experience using student information systems
- Ability to utilize technology to maximize productivity and efficiency
- Experience effectively leading and supervising the work of others to optimal levels
- Strong communication, organization, and problem-solving skills
- Excellent computer software skills in MS Word, Excel, and Outlook
- Ability to effectively manage frequent job interruptions, distractions, stresses and seasonal fluctuations in workloads
- Demonstrated ability to function as an effective member of a large organizational team
- Knowledge of and commitment to FERPA compliance as well as other student records and registration laws and regulations

Preferred Qualifications:

- Master's degree
- A strong understanding of the legal and regulatory environment of post-secondary education and the ability to respond to and effectively operate within that environment
- Excellent technical and analytical skills
- Demonstrated experience coordinating and prioritizing multiple, complex tasks
- Ability to set and accomplish goals in an independent and/or team setting
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and the coordination of people and resources
- Demonstrated ability to incorporate the ethical values of integrity, honesty, loyalty, equity and fairness, confidentiality, and trustworthiness in job performance
- An understanding of and commitment to the community college philosophy and goals

Responsibilities:

- Plan, organize and manage the activities related to the Records and Registration Office and all associated functions
- Provide interpretation and monitor processes to ensure compliance with state and federal laws and regulations including FERPA and act as the FERPA compliance officer for the College
- Develop and maintain a Business Continuity plan for the Records and Registration Office
- Supervise, train, evaluate and support meaningful employee responsibility fulfillment within the office
- Determination and reporting of Full Time Student Equivalents
- Prepare for and fully participate in the annual state audit processes
- Monitor and prepare enrollment updates
- Oversee the International Student admissions and reporting process

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Eastern Arizona College is in compliance with the Crime Awareness and Campus Security Act of 1990 as revised. The Annual Security and Fire Safety Report that includes all reported campus crimes is available on the EAC website and can be accessed at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. A paper copy of the report will be provided upon request.

A daily crime log is available from the EAC Police Department upon written request.

A N E Q U A L O P P O R T U N I T Y / A F F I R M A T I V E A C T I O N E M P L O Y E R

- Prepare and oversee the processing of grade rolls, 45th day rolls, and official class rolls
- Provide oversight and improvement of records and registration processes and procedures
- Oversee WUE waivers eligibility determination and documentation
- Oversee Residency Classifications for students
- Facilitate the development and maintenance of a Master Course bank and/or schedule
- Assist with class schedule and catalog preparation
- Oversee the graduation petition process
- Participate as an effective member of the Student Services Team in support of the College's mission and strategic initiatives
- Perform other duties as assigned

Application Information:

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a vita, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), a signed copy of the EAC application form, and a minimum of three written confidential letters of professional references, to:

Eastern Arizona College Human Resources
 Registrar Position
 615 N. Stadium Avenue
 Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date:

Open until filled; initial review of applicants will begin August 23, 2019 and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation range is \$71,978 to \$80,975 per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

Questions:

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