College Registrar

Full time, tenure track opening beginning on September 1, 2013.

Duties and responsibilities:
- Ensure accuracy and security of student academic records
- Review SUNY, state and federal academic regulations to make appropriate recommendations to campus entities
- Oversight of the course and college withdrawal process
- Work closely with Academic Deans and faculty regarding grade collection and development of academic policies, including participation in several academic committees
- Direct development and implementation of necessary technology in the Registrar’s Office, including the PowerCAMPUS Academic Records module and Degree Works audit software
- Coordinate NYS TAP certification with Financial Aid Office
- Coordination of prescheduling and registration processes each term.
- Coordinate compilation and submission of various state and institutional reports

Qualifications:
- Requires Bachelor’s degree with five years progressively responsible experience in a Registrar’s Office. Master’s degree and prior experience as a Registrar or Assistant Registrar is preferred.
- Additionally, successful applicants will possess the following:
  - A working knowledge of FERPA
  - Experience developing and applying academic and administrative policies to support enrollment management goals
  - Superior oral and written communication, interpersonal, and organizational skills
  - Experience managing permanent records and imaging systems in an academic institution
  - Ability to adapt to ever changing environments, policies and student needs

Salary/Benefits: The successful candidate will receive an excellent benefits package and competitive compensation commensurate with experience.

Applications: Send cover letter, resume, transcripts, and 5 references to registrarsearch@fmcc.edu by March 15, 2013.

Fulton-Montgomery Community College (FM), a college of the State University of New York, is a comprehensive institution serving more than 2800 students per year in credit programs. FM's diverse student body brings together students from Fulton, Montgomery, and adjacent counties, as well as New York City and twenty countries on five continents. The campus is situated in rural upstate New York, in the foothills of the Adirondack Mountains, approximately 40 miles west of Albany. Fulton-Montgomery Community College is an equal opportunity employer, dedicated to work force diversity.