

Available Position
Assistant Registrar

East Arkansas Community College is accepting applications for an Assistant Registrar. This position reports to the Director of Enrollment Management and is responsible for maintaining student academic records, registration and admissions processes, graduation activities and assisting with State and Federal reports.

A bachelor's degree preferably in business, computer science or a related field plus two years of experience in higher education or approved experience in a related field are required. Knowledge of SEVIS and FERPA laws, computers, database management, Microsoft Office and basic accounting principles are preferred.

Please submit an EACC application (www.eacc.edu), resume and transcript(s) to EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. Review of applications will begin immediately and continue until the position is filled. **EACC IS AN AA/EO EMPLOYER.**