

East Arkansas Community College
Assistant Registrar

East Arkansas Community College is accepting applications for an Assistant Registrar. As part of the Student Success team, this position reports to the Registrar and is responsible for maintaining student academic records, collaboratively monitoring registration and admissions processes, overseeing graduation activities, and assisting with state and federal reporting.

A Bachelor's degree in business administration, business management, computer science or a closely related field of study plus two years of experience in higher education or comparable experience in a related field are required. Proficiency in the use of Microsoft Office suite, excellent interpersonal and written communication skills, and strong organizational skills are required. Knowledge of SEVIS, FERPA, database management, and data analysis are preferred. Education or experience may be substituted contingent upon relevance to the position.

Please submit an EACC application, cover letter, resume and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@eacc.edu . You may access the online application at www.eacc.edu/employment . Review of applications will begin immediately and continue until the position is filled. **EACC IS AN AA/EO EMPLOYER.**