

East Arkansas Community College

Registrar

East Arkansas Community College in Forrest City, AR is accepting applications for the position of Registrar.

Position Summary

The Registrar will report to the Director of Institutional Research and Effectiveness, which is housed under the Vice President for Transfer Education and Student Success. The individual in this position is responsible for the leadership and oversight of the student application process and admissions, collaborating with Advising and Counseling regarding initial registration, and maintaining student records. Duties include but are not limited to ensuring the accuracy, integrity, and confidentiality of student records, assisting with the development and maintaining of transfer policies and processes, establishing and implementing admissions policies and processes for domestic and international students, and processing of various academic requests, such as transcripts, change of grade, enrollment verification, and academic clemency. The Registrar will collaborate with academic affairs and student success staff to develop and publish course schedules, implement procedures for academic probation and suspension, and monitor and verify students' eligibility for degree completion. The position is also responsible for adhering to local, state, regional, and federal reporting processes and for the promotion of good stewardship of student records, including having knowledge of, promoting, and enforcing FERPA and other regulations that protect the privacy and integrity of student records. The position also takes a leadership role in enrollment management.

Knowledge, Skills, and Abilities

As a support for students, faculty, and staff, a qualified applicant for the position of Registrar must have excellent oral and written communication skills, exceptional interpersonal skills, very strong organizational skills, the ability to multitask while adhering to scheduled deadlines, and a knowledge of ERPs/student data management systems, such as Jenzabar EX or other enterprise resource planning systems, and proficiency in utilizing computer software programs, such as Microsoft Office suite.

Minimum Qualifications

Applicants for the position of Registrar must have the formal education equivalent of a Bachelor's degree and a minimum of two years of experience in higher education, government agency, or similar workplace setting that places emphasis on customer service, compliance, and/or information management. Community college experience and/or the holding of a Master's degree is a plus. Supervisory and leadership experience is preferred, and evidence of sound professional judgment in data management, records oversight, and/or student privacy stewardship is a plus. A combination of education and experience commensurate to position requirements will be considered.

Please submit an EACC Application, which can be found at <https://www.eacc.edu/employment> , transcript(s), and resume with cover letter to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR, 72335 or send via email to humanresources@eacc.edu . Review of applications will begin immediately and continue until the position is filled. East Arkansas Community College is an AA/EEO employer.