

Assistant Registrar

Position Overview: The Assistant Registrar will report to the Enrollment Management Coordinator and be responsible for managing the college's applications, document processing, and outgoing applicant communication. The Assistant Registrar will collaborate with Student Services staff to ensure efficiency and effectiveness of the admissions and enrollment processes. Additionally, this position assists with strategic planning and execution of all admissions efforts for the college. The role is governed by state and federal laws and agency/institutional policies.

Duties and Responsibilities:

- Oversee and direct admissions processing activities.
- Work directly with the advising and student accounts offices team to ensure all converted matriculated students have no remaining barriers to registration, such as holds.
- Assist with strategic planning and development for the admissions office.
- Collaborate with other campus departments and offices regarding admissions and records information.
- Provide excellent customer service to students, faculty, staff, and others who contact the Office of Admissions via telephone, email, text, or in person.
- Assist prospective students and visitors with the UA-EACC application process for admissions, financial aid, and the myeacc student information system.
- Perform data entry and review admission documents such as high school transcripts, college transcripts, test scores (ACT, SAT, Accuplacer), immunization records, letters of good standing, letters of non-attendance, permission letters from parents and school officials, etc., to uphold the College's admission standards.
- Utilize websites to ensure accreditation of colleges attended by transfer applicants and to verify enrollment at previous institutions.
- Assist with recruitment events as needed.
- Support the purpose and mission UA-EACC.
- Perform other duties as assigned related to the scope and role of this position.

Qualifications, Skills, and Abilities:

- Excellent written and verbal communication skills.
- Ability to work effectively within a team serving a diverse student population.
- Self-motivated, creative, customer-service focused, and detail-oriented.
- Demonstrated ability to work in a fast-paced, multi-tasking environment.
- Ability to self-initiate project tasks after accepting an assignment under general supervision.
- Proficiency in internet and conventional office technology tools (including email, internet search engines, and software applications such as Microsoft Word, Excel, and Access, as well as Colleague and Workday).
- Knowledge of the Family Educational Rights and Privacy Act (FERPA).
- Bachelor's Degree required.

Please submit an UA-EACC application, cover letter, resume and transcript(s) to UA-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.