



University of Maryland

Office of the Registrar

Position Title: Assistant Registrar#102494

Category: Exempt, Regular Full-time

Responsibilities:

This position will provide leadership and management of the residency reclassification process, and to processes related to graduate student degree clearance. Provide timely and precise information and assistance to graduate students and graduate programs on enrollment, academic record, and academic policy matters. The position serves as the Office of the Registrar's primary liaison with graduate programs and their academic administrators, senior executives, and other administrative units for clarifying and interpreting academic policies and procedures and their implications on student records and registration. Assist the Associate Registrar in overseeing all operations related to the NCAA certification process. Develop and make available Office of the Registrar ad hoc reports.

The Assistant Registrar oversees and manages all activities related to the residency reclassification process including serving as the chair of the Residency Review Committee, providing overview of any petition for the President's designee and meeting with President's designee and University legal counsel as necessary on exceptional cases. Serve as liaison with the USM on review and updates of the "Policy on Student Classification for Admission and for Tuition Purposes." Oversees and manages all activities related to graduate student academic records to ensure that all record transactions are performed in accordance with University policies and procedures. Serve as the Office of the Registrar's liaison with the Graduate School and graduate degree programs. Develop, apply, interpret and clarify academic and administrative policies and procedures as they apply to graduate student registration and academic records. S/he will assist the Associate Registrar with NCAA certification processing, which includes the management of rosters, the transfer credit evaluation process, and serving as the back-up Certifying Officer as necessary. Inform the Athletic Department Compliance Officer immediately of any suspected violations, and assist, as requested, in the investigation and reporting of those violations. This position interacts with University administrators, staff, faculty, and students on all matters under the positions's span of control. Recommend and assist with student information system updates and improvements. Ensure processes related to the area overseen are clearly documented. Provide ongoing quality control reviews and audits to residency reclassification decisions, and to graduate student degree clearance and the processing of exceptions, corrections, etc.

Qualifications: Bachelor's degree required. Master's preferred.

Salary range: \$60,720 - \$75,900

A minimum of five years of progressive responsibility in operationalizing Office of the Registrar processes (including the supervision of employees) in a college or university setting. Knowledge of academic records policies (including FERPA), procedures, and operations typically found in colleges and universities. Ability to formulate, articulate, and operationalize principles, policies, procedures and standards related to academic record keeping. Ability to effectively communicate ideas verbally and in writing. Demonstrated ability to manage multiple activities and deadlines, and provide excellent customer service to students, parents, faculty, staff, and the community. Demonstrated ability to manage multiple activities and deadlines, and provide excellent customer service to students, parents, faculty, staff, and the community. Demonstrated ability to assign tasks and effectively supervise subordinates. Ability to analyze situations and facts from a variety of sources in order to exercise creativity, independent judgement, and technical expertise in resolving conflicts and/or identifying solutions. A proven record of competence in executing and managing Registrar's Office processes, and building efficiencies.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Applicants must be legally able to work in the United States Minorities and women are encouraged to apply. Please submit resume @ jobs.umd.edu. This position will be open until April 6th, 2018.