

New Jersey Institute of Technology
Associate Director
Office of the Registrar
Division of Academic Support and Student Affairs

1. **Reports to:** Registrar
2. **Position Summary:**

Under the general supervision of the Registrar, the Associate Director is the link between the Registrar and the Academic community. The Associate Director is responsible for course and classroom scheduling, enrollment reporting, communication, and general assistance in the Registrar operation. In addition, the Associate Director is responsible for implementing technology related to the Registrar Office operations and for overseeing support staff as needed.

3. **Essential Functions:**

Scheduling

1. Coordinate/schedule the University's course offerings for fall and spring semesters as well as summer and winter sessions following accepted "best practices." Organize the schedule in a coherent sequence addressing the curricular requirements of the university, along with patterns optimizing undergraduate and graduate enrollment. Working with academic units, and considering space constraints, produce schedules that best fit students' needs and faculty preferences.
2. Work proactively with the Registrar and the Registrar's Office staff, academic units, the Provost's Office and university leadership on changes to improve the business processes of the office. Lead and convene regular meetings with campus constituents to determine best course scheduling practices.
3. Prepare final exam schedules based on existing policies and advice provided by the Provost's Office.
4. Provide data and support to academic units to ensure scheduling of adequate number of course sections and appropriate course combinations.
5. Supervise staff assigned to scheduling tasks.

Registrar Database Management

1. Ensure and be responsible for student data integrity; generate and review the consistency of standard reports; train staff; maintain the data confidentiality, and review and approve report requested on ad hoc basis.
2. Work closely and collaboratively with the Registrar, other administrators, departments, and faculty governing bodies and committees to ensure compliance with existing NJIT policies and procedures.
3. Lead/participate in the implementation of new systems and testing of software upgrades and improvements.

4. eReport to the National Clearing House as per the university schedule.

4. **Additional Functions:**

General Registrar Responsibilities

1. Support the Registrar with office operations while exercising sound judgment, diplomacy, and confidentiality when interacting with constituents.
2. Collaborate with the Registrar and other office colleagues to ensure support of the University's operational excellence and strategic planning goals.
3. Represent the Registrar's Office at various internal committees and meetings as assigned by the Registrar.
4. Must have knowledge of and stay informed of changes in National Collegiate Athletic Association (NCAA) applicable rules, bylaws, constitutions and related University rules as they pertain to student eligibility to participate in sanctioned NCAA events or to participate in varsity team sports.
5. Assist with the on-campus recruitment and Registrar's operations such as open house, admitted student day and grad fair.
6. Additional responsibilities as assigned by the Registrar or senior staff.

5. **Essential Characteristics:**

1. Honesty, integrity, and the ability to project these characteristics to others.
2. Excellent organizational skills and attention to detail.
3. Ability to interact and collaborate effectively with a diverse population of students, parents, faculty, and staff.
4. Team-building skills through communication, training and professional development of staff are essential.
5. Positive attitude and ability to plan and adapt to change.
6. Excellent customer service skills and ability to maintain productive constituent relationships
7. Excellent verbal, written, analytical and critical thinking skills.
8. Demonstrated effective leadership and organizational skills with experience in organizational change management concepts and approaches.
9. Ability to prioritize, multi-task and adhere to deadlines.
10. Demonstrated commitment to fostering a diverse working and learning environment.
11. Knowledge of and compliance with relevant Federal, State and institutional policies, procedures and statutes.
12. Demonstrated comfort in working with cutting-edge technology to maximize the effective and efficient delivery of all services.

6. **Prerequisite Qualifications:**

1. Master's degree from an accredited institution.
2. Minimum of 5 years of progressively responsible experience as Assistant Registrar or Associate Registrar (or equivalent title) in a Registrar's office with a work background that demonstrates comprehensive understanding of all elements of a complex Registrar's Office operation.
3. Experience at a functional and operational level for the use of student information system(s), NSC enrollment and degree compliance reporting to US Department of Education and use of query tools for extracting and reporting of student information to all constituents with a right-to-know.
4. Demonstrated analytical skills to interpret data, identify trends, and anticipate impacts of proposals on changing policies and practices. Strong background in the effective use of technology, and the application of complex student information systems.
5. Expertise in managing academic records and FERPA policy and procedures. Comprehensive knowledge of course registration, enrollment and student record keeping policies and practices.

7. **Preferred Qualifications:**

1. Experience at a four-year public urban university with an ethnically diverse student body.
2. Direct experience with the Ellucian Banner student information system.