



**Assistant Registrar
Full Time
Floyd County Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Assistant Registrar to be located on the Floyd County Campus. Occasional travel to other GNTC campuses may be required, as well as occasional evening and weekend hours. This position will report to the Registrar. The Assistant Registrar manages the day-to-day operational, technical, and administrative functions of the office in a timely and efficient manner to service students, faculty, campus community, and the public.

Duties/Responsibilities:

- Assists the Registrar with administering academic policies;
- Maintains the accuracy and security of all student academic records;
- Communicates with students approaching graduation;
- Schedules classes for new and transfer students;
- Serves on committees as appointed and attends conferences related to the profession;
- Maintains web pages, many of which contain the technical college's general catalog;
- Collects class grades from instructional staff and issues quarterly student grade reports;
- Works closely with others to solve problems or answer questions about the student information system and student records;
- Creates and maintains degree audits by working with department chairs and individual faculty to determine degree requirements;
- Prepares statistics related to degrees awarded;
- Creates concise, clear reports related to student issues;
- Provides student information system training to personnel;
- Creates and modifies administrative and staff student information accounts;
- Assists in the day-to-day management of the Registrar's Office activities (supervising staff, records maintenance); and
- Other duties as assigned.

Competencies:

- Skill in the operation of computers and job-related software programs
- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem-solving skills
- Ability to pay close attention to details, coordination and prioritization
- Ability to maintain confidentiality
- Knowledge of laws related to students entering into college establishments
- Knowledge of state residency policies for students entering educational establishments

Minimum Qualifications:

Bachelor's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education *and* One (1) year of related experience or Associate's degree from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education *and* Three (3) years of related experience. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience, and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Preferred Qualifications:

Experience with the Banner student information system. Supervisory experience. Excellent written and verbal communication skills. A customer service-oriented attitude. Proficiency in the use of technology in an office environment. Analytical skills to solve problems or to create new and efficient processes

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$48,000 - \$50,000

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.