BAYLOR UNIVERSITY

Baylor University seeks an outstanding individual to become an **Assistant Registrar** in the **Office of the Registrar**.

Position Description:
This position supports the mission of the university by sharing leadership responsibility for the course inventory, graduation/diploma processes, and registration.

The full position description may be found via the following link: Assistant Registrar Position Description.

Qualifications:
A bachelor's degree, **two** years of relevant work experience, and demonstrated Christian faith is required. The preferred candidate will possess a master's degree and **four** years of relevant work experience.

The preferred candidate will have experience in higher education with supervisory responsibilities and have the ability to manage multiple projects, creatively solve problems, and communicate effectively. In addition, the preferred candidate will have advanced knowledge of Banner Student Information Systems and experience with Crystal Reports.

To Apply: Interested applicants should complete the Baylor University on-line application at https://jobs.baylor.edu, along with the submission of a cover letter, resume, and at least three professional references. For full consideration, application materials should be submitted by October 14, 2013; however, the review of materials will continue until the position is filled.

Baylor University is the oldest continually-operating university in Texas and the largest Baptist University in the world. Baylor is located in Waco, which is in central Texas and is roughly equidistant between the Dallas-Ft. Worth Metroplex and Austin. Classified as a research university with "high research activity" by the Carnegie Foundation for the Advancement of Teaching, Baylor blends an international reputation for educational excellence and a strong Christian commitment with a robust research program aimed at the discovery of new knowledge across all academic disciplines. With a total student enrollment of more than 15,000, Baylor offers 144 baccalaureate, 74 master and 34 doctoral degree programs across 11 academic divisions.

Baylor is a Baptist university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Employment Opportunity employer, Baylor encourages minorities, women, veterans, and persons with disabilities to apply.

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