Associate Registrar for Student Services

Syracuse University

The Office of the Registrar at Syracuse University invites qualified candidates to submit applications for the position of Associate Registrar for Student Services. Located in Syracuse, NY in Central New York, Syracuse University has an enrollment of over 20,000 students.

The newly created position Associate Registrar for Student Services reports to the University Registrar and is responsible for daily operations and strategic planning of the student services division of the Office of the Registrar. Included in this portfolio is oversight of registration, transfer credit, degree posting and graduation, degree audit, transcripts, and student records.

Required Qualifications: Master's degree in liberal arts, education, business, information systems, or related field; and 5-10 years of experience in higher education in a registrar's office or comparable student records/advising office. Experience needed: Student Information Systems; Peoplesoft preferred. Electronic degree audit; implementation preferred. And, experience managing a large and diverse staff. Syracuse University offers an excellent benefit package that includes tuition, retirement, comprehensive health care plan, paid vacation, and the opportunity for continued professional development.

For a position description and online application instructions, go to www.sujobopps.com, (#030937). Cover letter, resume and list of professional references must be attached. Review of applications begins immediately and the application deadline is 07/07/2014. Syracuse University is interested in candidates who have the communication skills and cross-cultural abilities to maximize their effectiveness with diverse groups of colleagues, students and community members. Women, military veterans, individuals with disabilities, and members of other traditionally underrepresented groups are encouraged to apply. Syracuse University is an equal opportunity employer, as well as a federal contractor required to take affirmative action on behalf of protected veterans.