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

Position Description:
This position specifically supports the mission of the University by supervising processes for ensuring athletic compliance and through maintenance of the university degree audit system, which is critical in facilitating athletic academic eligibility, academic advising, progress toward degree, and degree conferral. This includes:

- Supervising the monitoring of full time status and satisfactory progress for student athletes for NCAA eligibility.
- Entering and maintaining NCAA Continuing Eligibility Requirements for applicable student-athlete degree programs and catalog years in the degree audit system.
- Supervising the preparation of the athletic eligibility reports, NCAA Graduation Rate Report, and the NCAA Academic Progress Rate Report.

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

Qualifications:
A bachelor's degree, three years of relevant work experience, and a Christian faith are required. A successful candidate must have extreme attention to detail and display uncommon integrity. The preferred candidate will possess five years of relevant work experience, have experience with NCAA athletic compliance and have understanding of NCAA compliance specific to athletic academic eligibility.

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 April 16, 2015; 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 16,000, Baylor offers 144 baccalaureate, 74 master and 34 doctoral degree programs across 12 academic divisions.

Baylor University is a private not-for-profit university affiliated with the Baptist General Convention of Texas. As an Affirmative Action/Equal Opportunity employer, Baylor is committed to compliance with all applicable anti-discrimination laws, including those regarding age, race, color, sex, national origin, marital status, pregnancy status, military service, genetic information, and disability. As a religious educational institution, Baylor is lawfully permitted to consider an applicant's religion as selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.