Baylor University

Baylor University seeks an experienced professional to become an **Assistant Registrar** in the **Office of the Registrar**. This position supports the mission of the university by directly supervising operational components of the office related to academic records and degree audits.

The full position description may be reviewed at Assistant Registrar.

Qualifications
A Bachelor's degree, two years of relevant work experience, and Christian faith are required. A successful candidate must have the ability to manage multiple projects, communicate effectively, and have experience/education with degree audit systems (e.g. DARS/uAchieve). The preferred candidate will possess a Master's degree and four years of relevant work experience.

The Baylor Experience
Working at Baylor is so much more than simply having a job! As part of the Baylor community, employees not only receive a comprehensive benefits package; including life and disability insurance, generous time off, and excellent automatic retirement contributions*, they also get to *experience* Baylor.

- Experience the culture of working for an institution consistently ranked as a "Great College to Work For" by The Chronicle of Higher Education
- Experience a mission driven organization based on a strong Christian commitment (www.baylor.edu/about)
- Experience Baylor nationally ranked academics with outstanding tuition remission for staff and qualified dependents*
- Experience our beautiful and historic campus with access to libraries, museums, and recreational facilities such as our fitness center, athletic courts, an indoor swimming pool, and the Baylor marina
- Experience our great dining facilities and enjoy a generous employee discount
- Experience Baylor athletics with reduced admission or free access to athletic events
- Experience Baylor through many more wonderful events and programs that take place on campus each year

*For more details and eligibility requirements, please visit www.baylor.edu/hr.

To Apply
An on-line application may be submitted at https://jobs.baylor.edu, along with a cover letter and resume. For full consideration, application materials should be submitted by **October 1, 2019**; however, the review of materials will continue until the position is filled.

About Baylor
Baylor University is a private Christian university and a nationally ranked research institution, consistently listed with highest honors among *The Chronicle of Higher Education*'s "Great Colleges to Work For." Chartered in 1845 by the Republic of Texas through the efforts of Baptist pioneers, Baylor is the oldest continuously operating university in Texas. The university provides a vibrant campus community for over 17,000 students from all 50 states and more than 80 countries by blending interdisciplinary research with an international reputation for educational excellence and a faculty commitment to teaching and scholarship. Baylor is actively recruiting staff who support our mission as we pursue our bold vision, *Illuminate*.

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 among its selection criteria. Baylor encourages women, minorities, veterans and individuals with disabilities to apply.