



**Revised Posting Date: October 12, 2017**

**Associate Registrar**

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

Under the limited supervision of the Registrar, this position is responsible for monitoring all activities pertaining to course scheduling, student records, registration, degree audits, graduation, grades, international students, and transcripts. Associate Registrar will assist the Registrar in the operational and management functions of the office/department.

- Assist the Registrar with providing leadership in all areas of the Office of Enrollment Services.
- Manages the daily activities of the Registrar's Office and assumes responsibilities in the absence of the Registrar.
- Manages classroom and course scheduling.
- Supervise and maintain the transfer process and transfer of courses from other institutions of higher education and other sources of transfer credit.
- Develop and maintain policies for the storage, security, and accuracy of student academic records in accordance to institution policy, accreditation standards, and privacy laws.
- Support the education, enforcement and understanding of FERPA regulations to all college stakeholders.
- Serve as the Designated School Official (DSO) for governmental agencies, notably immigration related agencies.
- Ensures compliance with all regulations and laws, performing reporting functions to governmental agencies in a timely manner (SEVIS).
- Assist in the development and maintenance of the degree audit.
- Manage the coordination, evaluation and certification of all graduation applications.
- Manage diploma preparation, conferring of degrees, and handling of student appeals in relation to graduation.
- Coordinate accurate reporting to the agency assisting in verification of enrollment and transcript processing (National Student Clearinghouse).
- Assist in the editing of the College Catalog reflecting operational changes and improvements.
- Supervise part-time staff, including organizing, prioritizing, and scheduling work assignments including management of service counter coverage.
- Oversee and provide training and documentation for grading/attendance functions for faculty.
- Represent the Registrar's Office on a variety of committees, professional training, and conferences as assigned by the Registrar.
- Identify, develop and implement process improvements.
- Respond in a timely manner to telephones, walk-in customers, and all inquiries.
- Other duties as assigned.

Position Requirements:

**Education & Experience:**

Bachelor's degree required; Master's degree preferred. Excellent written, organizational and verbal communication skills required. Minimum of three years of experience in the Office of the Registrar at a public or private college.

**Special Knowledge, Skills and Abilities:**

Strong inter-personal skills in managing and leading diverse staff and student population. Knowledge of Colleague, Gradebook, EMS, and Image Now a plus. Proficiency in Microsoft Office. Must be available evenings and occasional weekends.

**To Apply:** Send letter of application, resume, salary requirements and names/contact information of three professional references.

Department of Human Resources  
81 Sip Avenue, Mezzanine Level  
Jersey City, NJ 07306  
E-mail: [Resumes@hccc.edu](mailto:Resumes@hccc.edu)  
Fax: (201) 714-2509

For additional information and employment opportunities at HCCC, please visit:

[www.njherc.org](http://www.njherc.org), [www.higheredjobs.com](http://www.higheredjobs.com) and [www.latinosinhighered.com](http://www.latinosinhighered.com)

*As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.*

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