

July 17, 2012

**ASSOCIATE REGISTRAR
REGISTRAR'S OFFICE**

STARTING DATE: On or before September 1, 2012

SALARY: \$33,000 to \$44,000

RESPONSIBILITIES: The Associate Registrar works in conjunction with the Registrar to assist in maintaining the accuracy, integrity, privacy and security of all academic records. Additionally, the Associate Registrar is responsible for applying academic policies and following procedures necessary for compliance with university, state, federal and regulatory organizations.

Reporting to the Registrar, the Associate Registrar performs academic records support services of a detailed and confidential nature. The Associate Registrar is a responsible and independent member of the Office of the Registrar and serves as the first customer service contact with all inquiries from alumni, currently enrolled students and faculty. The Associate Registrar provides comprehensive, timely customer service and administrative support to the office.

The successful candidate will be a self-starter, able to work with minimal supervision, work on multiple long-term projects over time while proving to be accurate, timely, and productive and demonstrating initiative and follow-through. The ability to adapt and learn new electronic technology is essential.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree and a minimum of two years of higher education experience.
- Experience in computerized operations (POISE, PX, Banner, etc.).
- Ability to multi-task and prioritize in a fast-paced environment while maintaining excellent interpersonal skills.
- Must have superb public relations skills and be able to project a professional, courteous and congenial attitude.

PREFERRED QUALIFICATIONS:

- Master's Degree in related field of study.
- Knowledge of structure, practices and procedures of college registrar activities.
- Ability to express self in oral and written communications.
- Ability to work effectively with administration, professional staff and students.
- Professional competence as an administrator as evidenced by personal growth and development, professional accomplishment and recognition thereof by professional colleagues (AACRAO, etc.)

TO APPLY: Submit letter of application, detailed resume, copies of transcripts, completed University application form, and three letters of recommendation to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin August 10, 2012, and continue until the position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma, a member of COPLAC, is Oklahoma's only publicly supported four-year liberal arts college. A function of the institution is to provide an outstanding general education program with strong offerings in the liberal arts and sciences. The program features interdisciplinary team teaching and extends throughout the student's entire undergraduate experience. Operating on a flexible trimester system which permits the opportunity for accelerated studies, USAO offers a limited number of career, professional and specialized degree programs which are especially strengthened when combined with an interdisciplinary, liberal arts foundation. The University is located in central Oklahoma, 35 miles southwest of Oklahoma City, in a community of 16,000.