NORTHEASTERN JUNIOR COLLEGE

Position Announcement: ASSISTANT REGISTRAR

POSITION DESCRIPTION:

Northeastern Junior College seeks innovative and qualified applicants for the Assistant Registrar position. The Assistant Registrar coordinates the pre-registration and registration process each semester; works directly with the Registrar on establishing, maintaining, and updating of all student records; coordinates and provides training of all front-line staff as necessary regarding utilization of the ERP-Banner system and processes. This position will require some travel for liaison and professional development activities. For specific information regarding this position, contact Angela Anderson, Assistant Dean of Enrollment /Registrar, (970) 521-6659 or e-mail to: Angela.Anderson@njc.edu. For more information about NJC, see the college web site at: http://njc.edu.

EXPECTATIONS:

- ***Positive attitude*** through dedication to NJC mission and values; willingness to accept and promote change; open-minded fairness and consideration of multiple perspectives; willingness to take risks, work hard, accept responsibility for personal/professional growth, lead and follow well, accept criticism, handle conflict, and motivate others.
- ***Commitment*** to cooperation, consensus building, collaboration, effective goal-setting and evaluation.
- ***Participation*** in community organizations and activities.

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university required.
- Must be a team player with motivational/interpersonal skills and a very positive attitude.
- Must be able to demonstrate effective verbal and written communication skills for individual consultation and group presentations.
- Ability to work in a busy, multifaceted office with many interruptions.
- Must have high level of computer skills: knowledge and experience utilizing a variety of hardware/software applications.
- Strong organizational skills with attention to detail and accuracy.
- Ability to work with a diverse student population, as well as faculty and administration.

Preferred Qualifications:

- Experience in higher education or other large/complex organization
- Knowledge of Banner
- Prior experience in a higher education records environment

CONTRACT SPECIFICS:

This is a full-time professional position. Annual salary range for this position is $31,000 to $34,000 commensurate with education and experience. Competitive fringe benefit package available through the SBCCOE.

APPLICATION:
Review of complete application materials received to begin February 8 and continue until position is filled. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations;
- Completed NJC application form
- College transcripts from accredited college or university (unofficial copies acceptable during application process);
- Complete résumé
- Release Authorization (for background check)

Request application from and submit completed application materials to: Human Resources Office, Northeastern Junior College, 100 College Avenue, Sterling, CO 80751. Contact Human Resources at 970-521-6661, or e-mail request to: HumanResources@njc.edu or on the website at: http://www.njc.edu/Human-Resources. Faxed applications accepted at 970-521-6678.

Application files not containing the above documentation will not be forwarded to the Selection Committee.

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NOTICE TO ALL APPLICANTS: *Northeastern Junior College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and will not discriminate on the basis of race, color, religion, national origin, age, disability, sex, sexual orientation, or veteran status in its activities, programs or employment practices. If you believe that any of the factors above have entered into the consideration of your application for employment, please contact the Northeastern Junior College Director of Human Resources at (970) 521-6730 or e-mail tammy.kallsen@njc.edu.*

It is Northeastern Junior College's procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history and credit check. Employment offers are contingent upon receiving a satisfactory report.

If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR Office listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

All materials received become the property of Northeastern Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

For information regarding the security of Northeastern Junior College, including crime statistics for the Northeastern Junior College campus and surrounding area, please see the Crime Statistics at http://www.njc.edu/Publications. For a hard copy report please contact 970-521-6657.

IMPORTANT NOTE: Travel and/or relocations expenses are the responsibility of the candidate and are not reimbursed by the College.

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College/Community Profile:
Northeastern Junior College, one of 13 member-colleges of the Community Colleges of Colorado, lies in the rural northeastern Colorado town of Sterling. The community of approximately 13,000 residents enjoys easy access to Denver, the Rocky Mountains and the western-agricultural lifestyle. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through 90 majors in associate degree and certificate programs. As a residential campus with six halls accommodating 500+ students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 50 full-time and 25 part-time faculty comprise the teaching staff.

NJC Mission*:*
"Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities."