NJC
NORTHEASTERN
JUNIOR COLLEGE

Position Announcement: Registrar

POSITION DESCRIPTION: Northeastern Junior College seeks innovative and qualified applicants for the position of Registrar. This position supervises the establishment, maintenance, and updating of all student records for all students. The Registrar supervises all processes related to pre-registration and registration of students. The management and maintenance of all student records the primary responsibility of this position. This position will have periods of long work hours and key deadlines requiring extra effort with occasional in-state travel for liaison and professional development activities.

For specific information regarding this position, contact Steven Smith, V.P. for Student Services, at 970-521-6657 or e-mail to: steven.smith@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:

1. Bachelor's Degree required in Business or Liberal Arts related field
2. Experience/knowledge of records storage systems and regulatory guidelines in records management.
3. Strong working knowledge of information system software as well as network personal computers.
4. Experience with college curriculum requirements for course and degree audit.
5. Superior communication, presentation, and human relation skills,
6. Demonstrated management and leadership skills, including experience in supervision of personnel and budgets.

Preferred Qualifications:

- Master's degree preferred in Business or Liberal Arts related field.
- Three years experience in records management or the equivalent thereof.
- Knowledge of Banner System.
- Prior experience in a higher education environment.

CONTRACT SPECIFICS: This is a full-time professional position. Annual salary range for this position is $50,000 - $55,000 commensurate with education and experience. Competitive fringe benefit package available through the SBCCOE.

APPLICATION:

Priority consideration given to applications received by March 20, 2014. Position will remain open until filled. Complete application packet to consist of:

- Cover letter specifically addressing qualifications and committing to expectations
- Completed NJC application form (available on NJC web site at: http://www.njc.edu/Human-Resources
- College transcripts from accredited college or university (unofficial copies acceptable during application process)
- Complete résumé
- Release Authorization (for background check), available on NJC web site: http://www.njc.edu/Human-Resources

Application files not containing the above documents will not be forwarded to the Selection Committee. 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. Faxed applications accepted at 970-521-6678.

By submitting an application for this announced position applicants are certifying that all statements, information and documents provided are true, complete and correct to the best of the applicant's knowledge and are made in good faith. Further, applicants understand that omissions, misleading, false or untrue information, or any attempt at fraud or deceit in any manner connected with this application and/or subsequent testing may result in them not being considered for jobs with Northeastern Junior College; may constitute grounds for discipline and/or termination after hire; and/or constitute grounds for further actions pursuant to law.

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 14,000 Residences enjoys easy access to Denver, the Rocky Mountains and other front range cities. Northeastern Junior College enrolls approximately 1,000 full-time and 2,500 part-time students through over 90 programs of study offering transfer degrees, career and technical degrees and certificate programs. As a residential campus with five halls accommodating 600 students, the college attracts students from throughout Colorado, many states and several foreign countries. Approximately 55 full-time and 25 part-time faculty comprise the teaching staff.*

Notice to all Applicants:

- Proof of eligibility to work in the United States must be produced within three (3) days of hire.
- Direct deposit of payroll is a condition of employment.
- Final candidate is subject to a criminal background check prior to final selection process.
- Final candidate is required to submit official transcripts to Human Resources within fourteen (14) days of hire.
- NJC is affiliated with the Colorado Public Employees Retirement Association (PERA) and as such, employees contribute to PERA in lieu of Social Security for retirement benefits. For more information, visit www.copera.org.
- Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application material.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees our agency's Annual Security Report. A copy of this information is available on the NJC website at www.njc.edu/~/media/Publications/CampusSafety12pdf.ashx *. A paper copy of this report can be obtained at the Student Service Office upon request. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Northeastern Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

Equal Employment Opportunity:
The Northeastern Junior College does not discriminate on the basis of race, color, creed, nationality, sex, sexual orientation, religion, age, or disability in the admission, access, treatment or employment in its programs or activities. Inquiries about Title VI, Title VII, Title IX and Section 504 should be made to Renee Johnson, Walker Hall Rm. 102, 100 College Avenue, Sterling, CO 80751.

Non-Discrimination Statement:
Northeastern Junior College prohibits and will not tolerate discrimination or harassment that violates federal or state law, Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. *et seq*. For information regarding civil rights or grievance procedures, contact our Title IX Compliance/Equal Opportunity Officer, Renee Johnson, Interim Director of Human Resources at 100 College Ave., Walker Hall, Rm. 102, Sterling, CO 80751 or by phone at 970-521-6730, or e-mail at renee.johnson@njc.edu.

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."

member of COMMUNITY COLLEGES OF COLORADO