

ANOKA TECHNICAL COLLEGE
 1355 West Highway 10
 Anoka, MN 55303

Posted on: October 26, 2009

Position:

MnSCU Program Supervisor 1, Registrar (Unclassified MMA) (Unclassified MMA)
 Registrar

Appointment:

Full-time
 Unlimited
 Monday - Friday, 7:30 a.m. to
 4:00 p.m.

Location:
 Registration

Start Date:
 November 10, 2009

Application Deadline:
 November 6, 2009

Send materials to:
 Marybeth Christenson
 Anoka Technical College
 1355 West Highway 10
 Anoka, MN 55303

Contact:
 Wendy Meyer
 Chief Financial Officer
 Email: w.meyer@anokatech.edu
 Phone: (763) 576-4799
 Fax: (763) 576-4715



Minnesota
 STATE COLLEGES
 & UNIVERSITIES

Responsibilities:

NOTE: - This is an Agency Promotional Opportunity - OPEN TO CURRENT EMPLOYEES OF Anoka Technical College ONLY

- Plan, manage, direct and evaluate the services and programs of the college's Registration and Records Office;
- Lead an office which provides professional, efficient, student-centered services, communicating registration practices and processes to students, faculty, parents and other constituencies;
- Supervise registration personnel;
- Ensure the integrity of the College's academic and student records management system;
- Coordinate registration and records functions with the Office of the Chancellor, other colleges/schools, and other administrative/academic offices on campus;
- Manage all aspects of in person and on-line registration and student academic completion, including monitoring and documentation of graduation requirements, supervision of degree auditing systems and maintenance of the MnSCU Integrated Statewide Records System;
- Administer the Social Security, Veteran's Administration, Vocational Rehabilitation, Selective Service, and other government programs;
- Coordinate the registration processes and course scheduling with Academic Affairs, STEP, and Corporate Center.

Minimum Qualifications:

- Post-secondary degree in Finance, Business Administration or a related field;
- Professional experience and/or working knowledge of college registration strategies and practices;
- Supervisory experience;
- Excellent interpersonal relations and communication skills; including written, verbal and customer-service skills;
- Effective problem-solving skills to respond to and resolve student records and registration issues;
- Ability to work independently as well as collaboratively in a high-volume setting;
- Demonstrated knowledge of, interest in, and commitment to diverse cultures and populations;
- Knowledge of data practices, i.e., FERPA;
- Ability to develop college-wide policies and procedures;
- Listening;
- Ability to analyze and develop complex operating processes;
- Advanced computer user and reporting skills.

Preferred Qualifications:

- MnSCU or other higher education registrar experience

Application Procedure:

Applicants must submit letter of interest, current resume, copies of official college transcripts, contact information for three professional references, and complete the application and the affirmative action form located at: <http://www.anokatech.edu/hr/employmentopportunities/index.htm>

Links:

- Employment for this position is covered by the collective bargaining agreement for the Middle Management Association which can be found at: <http://www.mmb.state.mn.us/mma>
- For additional information about Anoka Technical College: <http://www.anokatech.edu/hr>

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, and persons with disabilities. All applicants must be able to lawfully accept employment in the United States at the time of employment. This document can be made available in alternative formats such as large print, Braille or audio tape by calling (651) 296-3816, 1(888) MnSCU-4-U or TTY (651) 282-2660. Minnesota State Colleges and Universities Employment Opportunities is available on the Minnesota State Colleges and Universities web site: <http://www.mnscu.edu/about/jobopportunities/index.html>