



Title: Associate Registrar

Department: Enrollment Management Division

**RESPONSIBILITIES:** The Associate Registrar is responsible for managing all daily functions of the admissions, registration, and records office including customer support, course scheduling, admissions, veterans affairs, graduation, records maintenance, reporting, records retention, transfer evaluation, International admissions, and other duties as it relates to the function of the Registrar's Office. The Associate Registrar will assist the Dean of Enrollment Management/Registrar with the day to day management of the office, including direct supervision of the Admissions and Records office staff. The Associate Registrar will contribute and offer leadership to the Enrollment Management area and ensure all office activities comply with best practices including FERPA, federal, state, and institutional policies and procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree in higher education or related field.

**Experience:** Minimum of three years of professional experience in an admissions/records setting or related enrollment services office unit and a minimum of three years of supervisory experience.

**Knowledge/Skills/Abilities:** Thorough understanding of business processes related to admissions, records, or related enrollment services operations. Excellent technical, management, and organizational skills; Ability to work as a team.

**PREFERRED QUALIFICATIONS:** Five years supervisory experience in a Community College Student Services/Enrollment management program.

**SALARY:** Salary placement will be determined by education and experience.

**OPEN DATE:** October 14, 2009

**CLOSING DATE:** November 4, 2009

**APPLICATION PROCEDURES:** Interested applicants must submit a complete application package which includes: (a) a cover letter; (b) a CCD application; (c) a current resume; (d) names, phone numbers, addresses, and email addresses of three professional references; (e) copies of transcripts, and (f) copies of appropriate credentials. Please fax to 303-352-3029 or send the application to:

Chair of Associate Registrar  
Selection Committee  
Community College of Denver  
Human Resources Department  
Campus Box 240 • P.O. Box 173363  
Denver, CO 80217-3363

To obtain an application, go to the HR  
website [www.ccd.edu/hr](http://www.ccd.edu/hr)

CCD is a Learning College where policies, programs and practices support learning as the major priority.

*The Community College of Denver is an Equal Employment Opportunity Educational Employer.*

*Background checks will be conducted on all finalists for employment consideration.*

*CCD recognizes that administration, faculty and staff reflect the diversity of its students and community and prohibits employment and student discrimination based on race, color, religion, sex, age, disability, national origin and sexual orientation*