



*Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.*

**Job Title:** Assistant Registrar

**Classification:** Full-time, exempt and benefits eligible staff position

**Reports To:** Registrar

**Job Summary/Objective:**

The Assistant Registrar assists in the technological and analytical support of the office and manages the daily operations of the Office of the Registrar.

**Position Type/Expected Work Hours:** Standard, Monday through Friday, 8:30 a.m. to 5:00 p.m. May be required to work extended or non-standard hours based on project or business needs. Ability to work occasional evenings and weekends is required.

**Essential Responsibilities:**

- Works collaboratively with the Registrar to determine procedures and policies and the delivery of office services including registration, enrollment and degree verifications, term set up, final exam scheduling, and diploma printing;
- Responsible for the maintenance, documentation, and coordination of multiple reporting systems such as Veterans Affairs reporting, student enrollment reporting with the National Student Clearinghouse, and electronic transcript service;
- Serves as liaison with the Veterans Administration and coordinates services with the Financial Aid Office and the Business Office to ensure veteran benefits procedures are followed;
- Prepares the schedule of courses for current and future terms and works with faculty members to ensure academic scheduling policies are adhered to;
- Designs and generates reports that provide information to College administrators, faculty, and government agencies;
- Responsible for transfer credit evaluations and recording of transfer credit; and
- Assists in the maintenance of database and the data integrity of student records.

**Required Qualifications:**

- Must hold a Bachelor's degree;
- Demonstrated strong technology and computer skills, including familiarity with Windows operating systems, and proficiency in Microsoft Office software and Microsoft Access;
- At least 2 years of experience in higher education;
- Ability to analyze and interpret data;

*Sweet Briar College Job Description*

- Ability to work both independently and in a team setting and to successfully handle multiple tasks/projects simultaneously;
- Must display extraordinary attention to detail and possess strong communication and organizational skills; and
- Must be able to handle confidential information appropriately.

**Preferred Qualifications:**

- Bachelor's degree in computer science or related field;
- Experience working in a Registrar's Office; and
- Working knowledge of student systems (Banner) and Argos reporting software.

**Work Environment:** Office environment that includes frequent interruptions and task deadlines. Extended periods of computer usage will be required.

**Physical Demands:** Extended periods of sitting/standing/walking may be required. Occasionally lift, carry, and pull objects that weigh up to 10 pounds.

**Travel:** Occasional travel (including overnight) for professional meetings and conferences

**Other Duties:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**How to Apply:**

Applications should be sent by email in a single PDF file to [assist-reg-search@sbc.edu](mailto:assist-reg-search@sbc.edu) and should include: 1) a **Sweet Briar College employment application**; 2) cover letter; 3) CV; and 4) the names and full contact information for three professional references. Review of applications will begin immediately and continue until position is filled.