



POTEAU • SALLISAW • ONLINE

POSITION:

Assistant Registrar

GENERAL DESCRIPTION: Carl Albert State College is accepting applications for an Asst. Registrar. This is a full time 12-month position located on the **Poteau** campus. This position is responsible for admissions flow, grade, data integrity and FERPA compliance. Serves as VA Coordinator; serves as SEVIS Designated School Official.

- Serves as back-up to Registrar and Admission Director
- Assists in verification of student athletic eligibility for NJCAA sports
- Maintain official records and storage of student records
- Process CASC transcript request orders and receipt of incoming electronic transcripts
- Assists Registrar in final degree audits and degree conferral
- Assists admissions staff to promote best practice in workflow methods

QUALIFICATIONS:

Bachelor's Degree required, Master's preferred. Must be attentive to detail; possess good organizational skills; effective oral and written communication skills; ability to work independently; excellent interpersonal skills; excellent customer service skills.

APPLICATION DEADLINE:

Open until filled

SALARY:

\$ 40,000 - \$ 45,000 annually; commensurate with experience. Full Benefit Package that includes: Employer paid Medical, Dental, Life, Long-term Disability and Oklahoma Teachers Retirement. Also includes approximately 70 paid days off per year - holiday breaks, sick days, vacation days etc. for 12-month employees.

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), letter of application and an updated resume', copy of transcripts and three letters of recommendation. Application packet may be submitted by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, employment@carlalbert.edu or fax to (918)-647-1359.

***CASC is an Equal Opportunity/Affirmative Action employer and encourages all qualified individuals to apply.
Applicant must be eligible to work in the U.S.***

Posted: 5/24/2023