

Senior Assistant Registrar
Old Dominion University

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Posted Aug. 16, 2024, set to expire Dec. 16, 2024

Job Title	Senior Assistant Registrar
Department	REGISTRAR'S OFFICE
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Aug. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Enrollment Management/Registrar
Job Website	https://jobs.odu.edu/postings/21337
Apply By Email	
Job Description	

Job Summary

The Senior Assistant Registrar manages development and creation of the academic schedule each semester and for summer sessions, assignment of classrooms, and academic special events for the University. This position is a key leadership position for the Office of the University Registrar and for the campus overall. This role provides systems training and support for faculty and staff, manages input of data to related systems, Banner and EMS scheduling software, and efficient use of academic classroom space for SCHEV reporting. Additionally, the position consults with administrative units, academic colleges, associate deans and department chairs on related responsible areas to ensure appropriate use of classroom facilities, delivery of services and adherence to university policies and procedures.

This position supervises the academic scheduling area within the Registrar's Office to include the

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selection, training, and direction of the daily activities of classified staff who are responsible for on-campus academic scheduling, on-campus nonacademic event scheduling, final exam scheduling, and collaboration for distance learning course scheduling.

- **Master's degree in appropriate academic field.**
- Demonstrated verbal and written communication skills
- Demonstrated interpersonal and consensus building skills
- Demonstrated systems management skills, including database maintenance with ability to understand and effectively use tables, views and rules within databases
- Demonstrated progressively responsible experience in higher education
- Demonstrated knowledge of rules, regulations, and laws regarding student records
- Demonstrated organizational skills to manage tasks and delegate heavy workload
- Demonstrated ability to focus and pursue multiple tasks simultaneously
- Demonstrated skill in examining, restructuring, and implementing new strategies and procedures
- Considerable supervisory and/or relevant project management experience.

Preferred Qualifications

Banner Student Information System and Course and Room Scheduling Software Experience

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact