

## Senior Assistant Registrar Old Dominion University

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

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

### 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**