

Assistant Registrar for Catalog and Curriculum
Management
Old Dominion University

Direct Link: <https://www.AcademicKeys.com/r?job=250362>

Downloaded On: Apr. 2, 2025 6:38pm

Posted Dec. 12, 2024, set to expire Nov. 1, 2025

Job Title	Assistant Registrar for Catalog and Curriculum Management
Department	REGISTRAR'S OFFICE
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Dec. 12, 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/22346
Apply By Email	
Job Description	

Job Summary

The Assistant Registrar for Catalog and Curriculum Management is responsible for the production and integrity of the undergraduate and graduate University catalogs, the effective review, maintenance, and implementation of new, changing, and existing curriculum, and the enforcement of university and department policies regarding catalog services, curriculum management, and degree audit functions. This position will provide leadership oversight for curriculum coordinators and specialists who are responsible for maintaining and scribing for our degree audit system. This position is part of the Academic Services team that specializes in exceptional customer service for students, faculty, and staff, while protecting the integrity and privacy of student and academic records.

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Position Type

FullTime

Type of Recruitment

General Public

Minimum Qualifications

Master's degree in a related field of study or a baccalaureate degree also in a related field of study with related work experience equivalent to a master's degree.

- Considerable knowledge of relational databases.
- Considerable knowledge of analytical methods to audit data for accuracy.
- Considerable knowledge of effective customer service and problem-resolution techniques when serving diverse customers.
- Considerable knowledge of various technologies to include software applications, student information systems, and basic PC-based software such as the Microsoft Office Suite.
- Working knowledge of effective supervisory techniques.
- Working knowledge of rules, regulations, and laws regarding student records. (FERPA, State Council of Higher Education residency guidelines and Veterans Affairs education benefits policies, etc.)
- Excellent analytical and problem-solving skills to make decisions based on established criteria, and to exercise professional judgment.
- Excellent organizational skills to independently make workflow decisions and manage complex programs to meet established deadlines.
- Effective oral and written communication skills. Effective interpersonal and organizational skills.
- Demonstrated ability to independently plan, develop and implement program activities, procedures, and policies.
- Demonstrated ability to interpret, explain and apply established policies and procedures, and exercise professional discretion when warranted.

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- Ability to interpret, explain and apply complex policies and procedures.
- Ability to identify and apply technical solutions to complex processing problems.
- Considerable experience with managing data in relational databases.
- Working experience in a higher education setting, preferably in catalog production within a Registrar's Office.

Preferred Qualifications

- Basic supervisory experience in higher education environment.
- Demonstrated proficiency with Ellucian Banner, Degree Works, and CourseLeaf.
- Considerable experience in a higher education setting, preferably in catalog production within a Registrar's Office.

Contact Information

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

Contact