

Assistant Registrar
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=262572>

Downloaded On: Sep. 16, 2025 5:53pm

Posted Sep. 16, 2025, set to expire Jan. 28, 2026

Job Title	Assistant Registrar
Department	School of Dental Medicine
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 16, 2025
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.tufts.edu/jobs/22346?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Office of Enrollment Services is comprised of the Financial Aid Office and Registrar's Office. The Registrar's Office manages student academic records, grades, enrollment verifications, student enrollment status and course registration. They maintain the University's system of record, Peoplesoft Student Information System (SIS), providing reports and information to other areas of the Dental school and University. They work closely with the Financial Aid Office to ensure proper data flow between SIS and the Financial Aid Office's system (Powerfaids) as well as data flow to other external systems such as National Student Clearinghouse (NSC) and the Dept. of Education's National Student Loan Data System (NSLDS).

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What You'll Do

- The Assistant Registrar assists with the management of student academic records, course registration, grading, and degree tracking.
- This individual updates course and student information in the student information system.
- They ensure the integrity and confidentiality of student records and may train others to use the system.
- The Assistant Registrar creates standard and ad-hoc reports, participates in updating paper or electronic department communications, and participates in the development of office policies and procedures.
- Other duties as assigned.

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a Bachelor's Degree.
- 2+ years of experience in Student Services-related position; 1+ years of direct experience in a Registrar's Office.
- Knowledge of Microsoft Office suite and student information systems.
- Solid communication skills.
- Strong problem solving ability.
- Effective public speaking skills.
- Ability to work with multiple constituencies are required.
- Experience in a university setting, knowledge of laws and regulations affecting student records.

Special Work Schedule Requirements:

Staff are expected to work additional hours and support other student affairs departments during peak periods.

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Pay Range

Minimum \$60,000.00, Midpoint \$75,000.00, Maximum \$90,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact

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