



**TOUGALOO COLLEGE
TOUGALOO, MISSISSIPPI 39174**

NOTICE OF JOB OPENING

TOUGALOO COLLEGE Seeks: Registrar

Position Summary:

The College seeks highly motivated and innovative candidates to submit applications for the position of Registrar. The successful candidate will provide overall leadership, vision, and management for the Office of Records; and will serve as the official authorized keeper of the College's student records and custodian of records, making sure that all academic records are accurate and maintained with the highest regard for privacy. The Registrar is responsible for collecting, recording, maintaining and reporting students' records within FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification, athletic and veteran's eligibility, and audits and other associated audits. The Registrar also provides leadership and develops appropriate recommendations for the implementation of related technology application in support of enhanced services offered through the Office of Records. The Registrar serves on various academic and student services committees, as appointed. The Registrar reports directly to the Vice President for Enrollment Management and Student Services.

Experience/Qualifications:

A minimum of a Master's degree from a regionally accredited institution and five (5) years of administrative experience in student registration and records management; knowledge of managing records/registration, student information systems, administration/enrollment management, supervision of support staff and data reporting a must; sensitivity to the demands of students' personal growth and development; strong written and verbal communication skills; computer skills; and ability to work with diverse populations.

Date of Position Opening: December 3, 2021

Salary: Commensurate with Education and Experience

E-mail Documents to: TougalooCareers@tougaloo.edu
Please include the position you are applying for in the "Subject" line of your e-mail.

Mail Documents to: Tougaloo College
Attention: Director of Human Resources
500 West County Line Road
Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY; OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER