



# TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

## NOTICE OF JOB OPENING

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### TOUGALOO COLLEGE Seeks: Registrar

Tougaloo College is an independent, residential, coeducational, historically black institution, offering undergraduate education in twenty-nine majors in the areas of education, humanities, natural sciences, and social sciences, as well as graduate degrees in education (Master of Arts in Teaching and Master of Arts in Child Development). Tougaloo College is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges.

#### 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 committees as appointed. The Registrar reports directly to the Provost/Vice President for Academic Affairs.

#### 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:** April 7, 2021

**Application Deadline:** Until filled

**Salary:** Salary is commensurate with background and experience

**Application material should include:** Letter of application, current resume/vita, copies of transcripts, and three current letters of reference. Official transcripts are required for the interview process.

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

**Email Documents to:** [TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)

**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**

HR/03/07/18