

Job Description

Position: Associate Registrar	Location: Boston, MA
Reports To: Registrar	Status: Full Time, Exempt

New England College of Business and Finance (NECB)

Founded in 1909, New England College of Business (NECB) has evolved into a regionally accredited bachelor and master-degree granting business college offering online degrees in Business, Finance, and Business Ethics and Compliance. Expansion plans for 2012 include new programs in Healthcare, Public Administration, and Information Technology. Courses are offered through NECB's proprietary state-of-the-art online EPIC Learning Management System. NECB student population is comprised primarily of working adults from 35 states with the majority in New England. In 2011 the U.S. Department of Education recognized NECB as the most affordable private college in New England. The college has a history of developing corporate client relationships which drive new student enrollment. Located in the heart of Boston's Financial District, NECB is just two blocks from South Station with easy access to the Red, Green, and Orange Lines.

Summary:

NECB is seeking a highly motivated Associate Registrar who enjoys variety and thrives in a fast paced work environment. The successful candidate must demonstrate exemplary customer service skills while working with the College's adult learning community, corporate partners, faculty, and staff. This individual must be a self-starter who can juggle multiple projects, solve problems, and make rational decisions with little oversight.

Bachelor's degree required, plus 2-4 years' work experience in the Registrar's Office. Significant knowledge of automated student record systems (preferably with CampusVue or similar student information system) is required. Excellent accuracy, attention to detail, communication, and multi-tasking skills are essential to the successful candidate, along with a working knowledge of FERPA regulations, ability to maintain confidentiality, and a commitment to a student-centered, team environment.

Primary responsibilities:

- Handle Office of the Registrar phone traffic
- Understand and apply federal laws, such as FERPA and institutional policies and procedures
- Evaluate transcripts for transfer credits; respond to transcript requests
- Work closely with all departments, including the Bursar's Office and Financial Aid
- Process various forms and petitions related to the Registrar's office
- Create, run, and disseminate reports from the database
- Assist with IPEDS and SSCR reporting; editing of the curriculum component of the academic catalog; creation of course schedules
- Assist with graduation process
- Oversee admission process of Master's Degree students
- Advise students of academic progress based on their degree audit
- Provide registration assistance; Communicate the registration process to students
- Assist students, as required, on a term-by-term basis
- Serve as back up to the Registrar
- Other duties as assigned.

Qualifications:

- Bachelor's degree required.
- 2-4 years' work experience in the Registrar's Office.
- Significant knowledge of automated student record systems (preferably with CampusVue or similar student information system).
- Excellent accuracy, attention to detail, communication, and multi-tasking skills.
- Working knowledge of FERPA regulations, ability to maintain confidentiality, and a commitment to a student-centered, team environment.

TO APPLY: Interested candidates should send their resume via email to jobs@NECB.edu Please make sure to reference the job that you are interested in applying for IN THE SUBJECT LINE of your email. The position will remain open until filled by a qualified applicant. Please submit salary requirements with resume.