

Assistant Registrar for Enrollment & Faculty Support  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251933>

Downloaded On: Jan. 24, 2025 7:59pm

Posted Jan. 22, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Assistant Registrar for Enrollment & Faculty Support
<b>Department</b>	Registrar
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 22, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55315">https://www.ubjobs.buffalo.edu/postings/55315</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The University at Buffalo [Registrar's Office](#) seeks to hire an Assistant Registrar for Enrollment and Faculty Support (Assistant Registrar). The **Assistant Registrar** is responsible for overseeing and continuously assessing and improving processes related to: scheduling of undergraduate, graduate, and professional classes; student enrollment process and tools, and faculty scheduling, teaching and grading.

#### Key accountabilities and responsibilities:

- Oversee the scheduling team in the creation and maintenance of the university-wide class schedule, provide direct support to department schedulers and conduct scheduling

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- transactions as needed
- Oversee grading and faculty support, provide direct faculty support and conduct grading transactions as needed
- Oversee processes related to student enrollment (such as enrollment appointment assignment, student Schedule Builder, and late registration.)
- Supervise staff, ensuring efficient use of staff time, accurate records and processing, and professional growth and development

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Registrar's office serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The **Office of the Registrar** serves as the home for student academic records and related services. We preserve the integrity of the academic record and student data while providing high quality, student-centered services. We collaborate with others across the university to support the attainment of related university goals. We are a smart, innovative team of nearly 30 which seeks to regularly improve the student and faculty services that we provide. Our office is a supportive and collaborative environment where we value and respect one another, and foster enjoyment of and pride in our work. There are many opportunities for professional development and participation on working groups and committees, as well as office activities and events. Our open office is the spacious former home of an undergraduate library, and our building shares a footprint with a food court and convenience store, as well as outdoor spaces and walking paths.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished

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by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

Bachelor's degree with two (2) years higher education professional work experience required and competencies in the following areas:

- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation and respect for all individuals in a diverse environment.
- Supervisory experience and well-developed supervisory and leadership skills
- Exceedingly well organized, possess high attention to detail and display accuracy in all areas of responsibility.
- Strong working knowledge of MS office applications including Word, Excel, and PowerPoint.

### Preferred Qualifications

- Master's degree with 3 or more years of course scheduling, faculty support, and/or registrar related experience.
- Experience working with PeopleSoft Campus Solutions and/or EMS/Accruent room/event scheduling software.

### Contact Information

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

### Contact