

Assistant Registrar  
Northern Essex Community College

Direct Link: <https://www.AcademicKeys.com/r?job=269494>

Downloaded On: Dec. 17, 2025 8:30pm

Posted Dec. 16, 2025, set to expire Apr. 10, 2026

**Job Title** Assistant Registrar  
**Department** Registrar's Office  
**Institution** Northern Essex Community College  
Haverhill, Massachusetts

**Date Posted** Dec. 16, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Admissions/Student Records/Registrar

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**Job Description**

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**Assistant Registrar**

**POSITION: Full-Time Assistant Registrar (Assistant Registrar):**Registrar's Office; Haverhill Campus; 37.5 hours per week; Non-Unit Professional Position.

**SUMMARY:** Reporting to the Registrar, the Assistant Registrar provides operational and administrative support for the Registrar's Office through planning, organizing, and coordinating daily operations. This role ensures efficiency, compliance, and outstanding customer service across core office functions.

The Assistant Registrar supports essential functions including course and classroom scheduling, registration, academic records management, transfer credit evaluation, grading processes, degree

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audits, and graduation certification.

This position also plays a key role in maintaining student information systems, supporting data integrity, and contributing to student success initiatives. The Assistant Registrar collaborates closely with the Registrar, Student Affairs, Academic Affairs, and other administrative departments to maintain efficient workflows and accurate student recordkeeping.

**RESPONSIBILITIES:**

The responsibilities include, but are not limited to the following:

- Assist the Registrar in overseeing daily operations of the Registrar's Office.
- Collaborate with the Registrar to develop and refine policies, procedures, and business processes to improve office operations and system functionality.
- Manage transfer credit evaluation, including researching course equivalencies and applying waivers as appropriate.
- Maintain course and classroom scheduling, including creating and updating courses in Banner and managing room assignments in 25Live.
- Support registration and grading processes, including electronic roster distribution (NP/NS rosters), grade submissions, and updates to academic records in Banner.
- Assist with graduation eligibility review, degree conferral, diploma coordination, and communication with prospective graduates.
- Support the maintenance and operation of DegreeWorks, including entering new degree requirements, removing outdated requirements, conducting testing, assisting with upgrades, and performing annual maintenance.
- Ensure the accuracy, integrity, and confidentiality of student academic records in alignment with FERPA and institutional policies.
- Provide guidance to students, faculty, and staff on academic policies, procedures, systems, and deadlines.
- Meet with students in person, by phone, and via email regarding registration, degree audits, transfer credits, assessments, grades, enrollment, and related matters.
- Assist with planning, coordination, and day-of Commencement operations in collaboration with the Registrar and Commencement Committee.
- Participate in relevant committees and working groups as assigned.
- Perform other related duties as assigned, including assuming Registrar responsibilities in their absence.
- Maintain a consistent presence across both campuses (Haverhill and Lawrence).

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**Job Requirements:**

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree and a minimum of 2 years of experience in a Registrar's office or closely related area
- Experience with student information systems (e.g., Banner), and the ability to optimize technology for efficient records management, reporting, and data security
- Excellent attention to detail and organizational skills; ability to manage multiple priorities and meet established deadlines and institutional requirements
- Strong analytical and critical thinking skills to address student record issues and support process improvement
- Excellent interpersonal, written, and verbal communication skills to engage with diverse stakeholders, including students, faculty, staff, and external agencies
- Working knowledge of FERPA, federal and state regulations, and institutional policies governing student records, enrollment, and academic policies
- Ability to work independently, collaboratively as part of a team, and effectively across departments

**PREFERRED QUALIFICATIONS:**

- Experience with Banner, 25Live, DegreeWorks, and Watermark Curriculum Strategy
- Comprehensive understanding of a Registrar's office business processes and best practices
- Experience working in a community college, particularly within the Massachusetts system
- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population

**EQUIVALENCY STATEMENT:** Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

**BACKGROUND CHECK:** Candidates will be required to pass a CORI and SORI check as a condition of employment.

**Additional Information:**

**SALARY:** Anticipated starting salary range is \$62,000.00 - \$67,000.00 annually with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-

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term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Official transcripts will be required at the time of hire.

**ANTICIPATED START DATE: ASAP**

To apply, click [HERE](#)

**Contact Information**

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

**Contact**

Registrar's Office  
Northern Essex Community College

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