



### Assistant Registrar

Responsible for registration activities; coordinates, initiates and evaluates commencement; oversees the office reception area in conjunction with the reception supervisor; reviews office policies and procedures and makes recommendations for possible change and improvement; responsible for the development and distribution of all publications, brochures, posters, and outgoing correspondence of the office; adjudicates appeals with the Tuition Reimbursement committee for adjustments to tuition and fee charges for students who withdraw; determines resident and non-resident classification for tuition and fee purposes; and coordinates the development of the schedule of classes publication each term. Bachelor's degree required. At least two years of higher education student services or advising experience; supervisory or management experience; excellent customer service, communication, and organizational skills required. Master's degree; event management experience; and Registrar's Office experience preferred.

Criminal and other relevant background checks required. UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law. The University offers an excellent benefits package including a vacation plan, employer sponsored retirement plans, health and dental insurance, and life and disability insurance. Application materials received by Monday, May 21, 2018 will be given first consideration. For more information or to apply, visit <http://jobs.uni.edu>. UNI is a tobacco free campus.