



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Assistant Registrar

EEO No. AA 5-15

Responsibilities:

The Assistant Registrar is an unclassified, administrative position reporting to the University Registrar. The Assistant Registrar will be responsible for providing leadership for the planning, development, implementation, administration, and maintenance of the new degree audit system (Degree Works). In this role, the Assistant Registrar will:

- Provide technical and functional support to the university-wide community using the degree audit system
- Participate in the testing and upgrades for the degree audit system
- Work with academic advisors, colleges, departments, and university offices to ensure accuracy of requirements and core curriculum data, update curricular rules, and ensure that pre-requisites, co-requisites, and restrictions are entered and properly maintained
- Conduct training sessions and prepare training materials appropriate for faculty, staff, and students in order to foster student success
- Assist in the development of policies and procedures concerning the degree audit system
- Analyze and resolve degree audit issues
- Attend training/webinars to remain current on capabilities of Degree Works
- Create and generate reports as needed
- Perform other duties as assigned by the University Registrar

Minimum qualification is a Bachelor's degree in a relevant discipline from a regionally accredited institution. Strong background in technology with demonstrated competency in computer applications. Experience in registrar, admissions, student services, or related area is preferred. Experience with Banner ERP system is preferred.

Salary: Dependent on qualifications and experience.

Applications: The search committee will begin reviewing applications immediately and continue until the position is filled. Candidates should submit application materials by October 23, 2015 to ensure consideration. Applicants should send a cover letter, résumé, and the names and contact information of three references to:

Mickey Diez, University Registrar
Office of the University Registrar
University of Louisiana at Lafayette
P. O. Box 41208, Lafayette, LA 70504
Or email to mickey.diez@louisiana.edu