

Title: Associate Registrar



Burrell College of Osteopathic Medicine
Las Cruces, NM

"Para la gente, y el futuro! For the people, and the future!"

Summary:

This position demonstrates daily Burrell College of Osteopathic Medicine's value for respect, trust, integrity and commitment. The Enrollment Services Specialist will report to the Registrar. The Enrollment Services Specialist assists and supports the Registrar in all operations and processes. This position provides technical and analytical support to the Registrar's Office, with a particular emphasis on data integrity, reporting, best practices, process streamlining, training, and documentation as they relate to CAMS. The Enrollment Services Specialist is required to follow systems processes, understand academic policies, as well as handle sensitive and confidential information in accordance with Federal regulations and institutional requirements.

Essential Duties and Responsibilities:

- Assists with the approval of leaves of absence and processing of dismissals and withdrawals. These processes involve interpreting and applying College policies and communicating decisions to students and staff.
- Oversees the process of updating course guidelines and course descriptions. Provide quality control checks on course catalog, programs, and classes which include maintaining relevant course co/perquisites and other restrictions.
- Assists with the change of grade process.
- Drafts and sends mass electronic communications to various student populations regarding issues such as background/drug screening, graduation application, etc.
- Collaborates with the Office of Clinical Affairs to monitor policy compliance and student performance during the clinical curriculum. Updates clinical students' statuses in CAMS weekly and periodic reports and sends proactive notifications to students regarding status changes.
- Have knowledge and understanding of College academic policies and curriculum and implement them by communicating them effectively and working creatively to help students achieve their goals without violating policies. This includes monitoring student progress toward meeting degree requirements.
- Assist with the compilation of a variety of reports for institutional research, federal and state accreditation processes, licensing audits as well as system wide student records audits by outside agencies.
- Assists with the coordination of commencement ceremony.
- Assure responsiveness of the Office of the Registrar functions to the overall needs of the college, students, faculty and administrators.
- Interest in, and ability for, problem-solving and long-term planning.
- Ability to initiate and nurture collaborative partnerships.
- Perform other duties as assigned to support BCOM's mission.

Minimum Qualifications and Experience:

- Bachelor's degree required, Master's degree in a relevant field strongly preferred.

- 3-5 years of work experience requiring independent decision-making and the administration of complex processes, preferably within a higher education setting.
- Excellent organizational, analytical, and administrative skills are essential along with the ability to effectively communicate to various constituencies.
- In-depth knowledge of student information system, preferably CAMS, and experience working with records management and student information system integration, in a College or University setting as well as knowledge of the operational and functional aspects of student systems and integration with other campus systems.
- Knowledge of the Family Educational Rights and Privacy Act (FERPA), academic standards and protocol
- Familiarity with Registrar best practices related to records and registration policies and procedures.
- Strong working knowledge of Microsoft Office applications and other similar type of software programs.
- Demonstrated ability to foster collaboration and effective communication across diverse groups of constituents, including current and former students, parents, faculty, and staff.

Note: Applicants must currently be authorized to lawfully work in the United States on a full-time basis.

Applications will be accepted until position is filled, however, review of resumes is scheduled to begin immediately. Salary is commensurate with experience. EOE.

Application materials should include: cover letter, resume and names, addresses and phone number of three (3) professional references.

Applications will be accepted until the position is filled, and should be submitted by electronic submission (online application) to the BCOM Office of Human Resources, see link below or visit the Career Opportunities page on the BCOM website.

<https://bcomnm.org/online-application/>

*BCOM is an equal opportunity employer
and values diversity in our faculty and staff as an important aspect of the educational process.
BCOM encourages individuals with varied backgrounds and experience to apply.*