

DeVry University, Orlando, FL

Registrar

DeVry University is seeking candidates for the position of Registrar at its Orlando campus in support of DeVry's Central Florida campuses. The Registrar is responsible for the strategic direction and management and coordination of daily operations in the Registrar's office in order to ensure regulatory compliance, maintenance of student records, and oversight of the registration process. Responsibilities include applicant testing, course scheduling, attendance tracking, student record management, administration of supporting systems, regulatory compliance and leadership in maintaining effective linkages between Registrar function and the needs of other functional areas including Department of Enrollment Management, Student Finance, and Career Services.

Minimum requirements are as follows. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regionally accredited Masters Degree required.
- Minimum four years of relevant experience as a Registrar (preferably in higher education) or seven years as an Assistant Registrar or higher level position.
- Database management experience required.
- Strong analytical skills required to identify trends and improvement processes.
- At least 3 years supervisory experience required.
- Project management experience required.
- Professional affiliation with AACRAO (American Association of Collegiate Registrar & Admissions Officers) preferred.

To apply for this outstanding opportunity and to read a complete job description and requirements, click and follow this link:

<https://devryuniversity-devry.icims.com/jobs/8951/job?hub=6>

We are proud to be an EEO employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.