

POSITION ADVERTISEMENT

ASSISTANT REGISTRAR UNIVERSITY OF WEST FLORIDA

The University of West Florida is seeking an Assistant Registrar with a technical focus as well as a customer-service focus, organized, and has excellent communication skills. The Assistant Registrar is responsible directly to the Associate Registrar, overseeing the student information system, records, retention, web page design and development, administration, and implementation of the University procedures and policies related to records, registration and course development, and the mission of the Office of the Registrar. The Assistant Registrar is directly responsible for the Office of the Registrar web pages, state reporting, and technical software support in the Registrar's Office and serves in a leadership role in the office. The Assistant Registrar is responsible for the supervision of document imaging, Course Curriculum Request processing, and workstation manager functions. Master's degree in an appropriate area of specialization and two years of appropriate experience: or a bachelor's degree in an appropriate area of specialization and four years of appropriate experience is required.

Salary range is \$35,000-\$40,000 commensurate with experience. Application review will begin on April 16, 2010 and continue until the position is filled.

Applicants should apply online at <https://jobs.uwf.edu>. Be prepared to submit a resume, letter of application/interest, two letters of recommendation, and the names, addresses, telephone numbers, and email addresses of at least four professional references. Any person requiring special accommodations to respond may contact the UWF ADA Office at 1-850-473-7469 (Voice) or 1-850-857-6114 (TTY). This position requires a criminal background screening.

The University of West Florida is located in Pensacola, the crown jewel of Florida's beautiful Emerald Coast. The area is famous for its pleasant climate and location on the Gulf of Mexico and enjoys a comparatively low cost of living. The campus is situated on a 1,600 acre nature preserve where 10,400 students enjoy the benefits of small classes and personal attention from their professors. UWF is a regional public institution, offering undergraduate and graduate programs in the Colleges of Arts and Sciences, Business, and Professional Studies. UWF also has a campus located in Fort Walton Beach, Florida and provides an array of distance learning opportunities to the region and beyond. Web site: <http://uwf.edu>.

UWF is an Equal Opportunity/Access/Affirmative Action Employer