



**NORTHERN MAINE COMMUNITY COLLEGE  
POSITION VACANCY ANNOUNCEMENT**

**DATE:** May 18, 2020

**TITLE OF POSITION:** Registrar

**BARGAINING UNIT/SALARY RANGE:** MEA Administrators Unit, Level IV

**RESPONSIBILITIES:** This position serves as a principal source of information on administrative, academic and procedural matters related to students, faculty, and staff. Responsible for maintaining academic status of all students and managing schedule and catalog related data. Manages the production and distribution of grade reports, academic probations/dismissals, and transcripts. Evaluates records of potential graduates, coordinates graduation, compiles statistical data for federal/state reporting, and serves as the College's Nondiscrimination/Affirmative Action Officer.

**MINIMUM QUALIFICATIONS:** An Associate Degree with substantial direct experience in similar position required; a Bachelor's Degree in related field and prior direct experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Experience in higher education administration, records management, and strong interpersonal, organizational, and management skills. A high level of technical competency with an advanced level of creative and statistical analysis. The ability to work independently and balance multiple important priorities while illustrating meticulous attention to detail. Proven success in a direct supervisory role and demonstrated commitment to excellent student customer service.

**APPLICATION PROCEDURE:** Review of applications will begin immediately and will continue until the position is filled. Interested applicants should submit a cover letter, resume, NMCC employment application, official transcripts, and names of three professional references to [nbhummel@nmcc.edu](mailto:nbhummel@nmcc.edu) or mail to:

Beth Hummel, Human Resources  
Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, ME 04769

*Northern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at 768-2791.*