

## Advertisement: Assistant Registrar for Transfer

Virginia Polytechnic Institute and State University is seeking applicants for the position of Assistant Registrar for Transfer. Virginia Tech is a land-grant public university with over 27,000 students and approximately 6,000 full-time faculty and staff. The main campus is in Blacksburg, Virginia which is situated on a plateau between the Allegheny and Blue Ridge Mountain ranges of Virginia, with other sites in Virginia and Riva, Switzerland.

The Assistant Registrar for Transfer reports to the University Registrar and Chief Transfer Officer and serves as a member of the University Registrar's management team. The Assistant Registrar for Transfer is responsible for the administration of the university's centralized undergraduate transfer evaluation effort, the administration of the U.S. Department of Veteran Affairs Educational Benefits Program, and the administration of the accounts receivables associated with the academic transcript program. The Office of the University Registrar reviews annually approximately 10,000 academic transcripts and 5000 advanced placement records. Approximately 750 students participate each year in the V.A. program along with approximately 300 students in the Academic Common Market program. Virginia Tech produces approximately 75,000 academic transcripts each year.

### Required Qualifications:

- Master's degree or bachelor's degree with significant relevant experience
- Previous managerial and/or supervisory experience.
- Demonstrated ability to effectively lead, supervise, train, and develop staff.
- Demonstrated ability to prioritize and manage multiple tasks concurrently coupled with excellent organizational and delegation skills.
- Possession of effective and persuasive communication skills necessary for achieving goals, resolving conflicts, and working collegially with students, parents, faculty, and staff.

### Preference given for these additional qualifications:

- Previous experience using SCT/BANNER systems or similar Oracle-based systems
- Several years experience managing administrative functional areas
- Experience in student services in a higher education environment

Review of application materials will begin March 9, 2010. Please submit application materials online at [www.jobs.vt.edu](http://www.jobs.vt.edu), posting number 0100041.

Letter of application, resume, names and telephone numbers of three professional references, and a separate writing sample, should be attached to the online application.

Virginia Tech has a strong commitment to the principle of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, veterans, and people with disabilities. Individuals with disabilities desiring accommodations in the application process or needing this material in an alternate form should notify Mrs. Robin Lucas, 540-231-9579 by the application deadline.