



# Assistant Registrar for Systems

## Search Re-Opened (June 15, 2010)

Christopher Newport University invites applications to fill the position of Assistant Registrar for Systems. Reporting to the University Registrar, this administrative/professional position, under limited supervision and in coordination with the Director of Student Services Information Systems, will be responsible for functions and processes in support of the registration process, curriculum management, and limited maintenance of the Banner Student Records System. This position will assist with implementing an internal quality assurance component with the registration and course scheduling processes to ensure efficiency and effectiveness. This position will also assist the University Registrar in the development, documentation, and implementation of practices that contribute to achieving the goals of the Office of the Registrar, the Division of Student Services, and CNU including automation initiatives that enhance program/record integrity and promote the "students first" service concept.

A Master's Degree in Higher Education Administration or Leadership, Student Personnel Services, Business, Information Systems, or a related area of specialization is preferred. The successful candidate must have a Bachelor's Degree in a related field and work experience at a level that equates to an advanced degree; demonstrated progressively responsible experience in higher education; demonstrated experience with establishing/transitioning academic policies to a relational database environment; demonstrated relational database experience/knowledge; evidence of excellent written and oral communication skill; knowledge of the rules, regulations, and laws regarding student records; excellent interpersonal and consensus building collaboration skills; aptitude for systems management; organizational skills necessary to manage tasks and delegate heavy workload; ability to pursue multiple tasks simultaneously; and demonstrated skill in examining and re-engineering operations and implementing new strategies and procedures.

Preference will be given to candidates with extensive knowledge of Banner Student Records system; systems management experience; progressively responsible experience in an enrollment management, enrollment service, or registrar's office; programming or database management; experience with report writing tools; demonstrated supervisory experience; experience with SQL\*PLUS, PL/SQL, or a 4<sup>th</sup> Generation programming language; and experience using Toad.

Christopher Newport University, a young, selective, state-supported liberal arts and sciences university of 4,800 students, is located in beautiful, metropolitan, southeastern Virginia between Williamsburg and Virginia Beach. Capital improvements (nearly \$500 million) on the beautiful, 260-acre campus integrate the University's liberal arts vision, nurturing mind, body, and spirit. These include the state-of-the-art Tribble Library; three new academic buildings; and the I.M. Pei-designed Ferguson Center for the Arts. The construction of a 21<sup>st</sup> Century Integrated Science Center has begun and is expected to be completed by spring 2012, and the current expansion of the Freeman Center athletic complex is scheduled for completion by fall 2010. For further details and information about Christopher Newport University, visit the University's web site at <http://www.cnu.edu>

To apply, send a letter of application, current resume, and the names, addresses, and telephone numbers of at least three professional references to:

Director of Equal Opportunity and Faculty Recruitment  
Assistant Registrar for Systems Search  
**Search #7185**  
Christopher Newport University  
1 University Place  
Newport News, VA 23606-2298  
Or [mlmoody@cnu.edu](mailto:mlmoody@cnu.edu)

Review of applications will begin on **July 12, 2010**.  
Applications received after **July 12, 2010**, will be accepted but considered only if needed.  
Criminal history background check required for finalists.

**THIS SEARCH HAS BEEN RE-OPENED.**  
**APPLICANTS WHO HAVE ALREADY APPLIED DO NOT NEED TO RE-APPLY.**

**Christopher Newport University, an EO Employer, is fully committed to Access and Opportunity.**