



REGISTRAR /STUDENT SERVICE

This position carries the primary responsibility of maintaining student records for all enrolled and graduated students and playing active roles in Academic Department functions.

Additional responsibilities include assisting the Academic and Assistant Deans in certain daily duties, management of student make-up exams, seminar development and scheduling and providing coverage for the college reception. Report to the academic dean.

Education and Experience:

- This position requires a minimum 2-year college degree and 2 years of business or educational administrative experience.
- The Registrar must be capable of learning college educational policies and procedures and performing the administrative requirements of the Academic Department.

Compensation dependent on experience, knowledge, and education level.

Note: Please email your resume to info@myewcnm.org