**Registrar**

**Randolph College** seeks applicants for a full-time Registrar beginning June 15, 2018 reporting to the Vice President for Academic Affairs and Dean of the College. The Registrar will manage the operations of the Registrar’s Office and provide quality services related to the academic processes of registration, certification and documentation of student achievement, records maintenance, catalog maintenance, classroom scheduling, graduation audit, and transcript evaluation in a consistent, accessible, and friendly manner. The Registrar reviews proposed curriculum changes and initiates the College’s communications with SACSCOC when there is a fact or question of substantive change. The Registrar is a responsible employee with regards to Title IX and is required to report any information that an act of sexual violence may have occurred. Additional responsibilities may be assigned as appropriate. A Bachelor’s degree is required; a Master’s degree is preferred. Applicants must have at least three years’ prior experience at the Associate level or above in a Registrar’s Office or the equivalent, along with familiarity with client/server technology. Supervisory experience is required, as are strong interpersonal and organizational skills with a high degree of accuracy and high standard of professional ethics and integrity.

Randolph College, founded as Randolph-Macon Woman’s College, is located in Lynchburg VA at the foot of the Blue Ridge Mountains. It is a small, private liberal arts institution with a longstanding reputation for excellence in teaching and an appreciation for and commitment to diversity. In the 2017 edition of the Princeton Review, Randolph was rated in the top 20 nationally in the categories of “Professors Get High Marks.” In the 2015 edition we were rated for “Lots of Race/Class Interaction.”

Randolph offers a competitive salary and excellent benefit package. Interested candidates should submit a cover letter, resume, and three professional references to Director of Human Resources, Randolph College, 2500 Rivermont Ave., Lynchburg, VA 24503 or via email to: employment@randolphcollege.edu. EOE