

Assistant Registrar

Maine College of Art Educates Artists and Designers for Life

Position Overview

The Assistant Registrar supports the primary mission of the College and the Registrar's Office through ensuring integrity and security of academic records. The position serves the internal community and external agencies regarding student records, statistical information, academic advising, and institutional reporting for the BFA, Graduate Programs, Professional Studies as well as PreCollege. The Registrar's Office staff work closely with the Technology Department with regards to data import and export processes and relational database concepts. The candidate will oversee a variety of database-related tasks and office procedures/functions. Maine College of Art and Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. All employees are expected to actively support these values.

The Successful Candidate

To achieve success in this role, it will require:

- Supporting activities in the Registrar's office to include:
 - In collaboration with the Registrar, co-lead the strategic priority to rebuild the course catalog degree path logic and deploy a new online registration system;
 - Accurate data entry and software proficiency (Slate, Canvas, Jenzabar and Excel);
 - Transfer evaluations & transfer credit processing for incoming and current students;
 - Maintaining Google calendars for each classroom outside of database;
 - Maintenance of academic record archives;
 - Input of grades and grade changes;
 - Planning and implementing course registration in tandem with the Registrar;
 - Act as an Academic Advisor to all students;
 - Manage student course schedule changes (add/drop/withdrawal);
- Maintaining and producing BFA course description booklets;
- Updating BFA degree requirement control sheets each term for each student;
- Performing degree audits and credit reviews for BFA students;
- Assisting with graduation applications and ensure diplomas are accurate;
- Preparing & assisting with new student registration;
- Scheduling Institution wide Undergraduate Reviews;
- Processing weekly transcripts and track faculty syllabi each semester;
- Managing student immunization records and verifies enrollment for all students to include loan deferments, medical/dental insurance, car insurance, ski passes, city parking and background checks;
- Coordinating student exchange w/AICAD & Study Abroad consortium schools.

Qualifications, Experience, Abilities

QUALIFICATIONS

- Bachelor's degree or equivalent experience required.

EXPERIENCE

- 3 to 5 years of experience in a registrar's office or closely related academic service area preferred;
- Experience with integrated student databases and the ability to harness technology to improve service delivery;
- Familiarity with undergraduate, graduate, online and professional programs;
- Experience developing and interpreting policy statements;

- Close familiarity with FERPA policies and guidelines.

SKILLS AND ABILITIES

- Strong collaboration skills, with the ability to keep both the strategic picture and operation details at the forefront;
- Strong skills in organization, communication and problem-solving with the ability to evaluate and assess policies and systems and to co-facilitate change processes;
- Evidence of highly developed analytical, technical, and communication abilities;
- Strong belief in student focused processes and procedures, along with a commitment to outstanding service;
- Understanding of small college work environment;
- Knowledge of computers and emerging technologies is a plus.

The Institution

Maine College of Art & Design is an independent college of art and design located in the center of the thriving arts district of Portland, Maine. Established in 1882, the College currently enrolls approximately 550 students, the majority of whom are in the undergraduate program. About 1,000 students take classes through MECA&D's Continuing Studies Program annually. MECA&D's Joanne Waxman Library is an important resource of art and design oriented books and periodicals for the region. The Institute of Contemporary Art at MECA&D is a vibrant site for the exhibition of contemporary art.

MECA&D is characterized by its intimate learning community, its interdisciplinary nature and the breadth of its programs. It confers the degrees of Bachelor of Fine Arts in eleven majors, Master of Fine Arts in Studio Art, Master of Arts in Teaching, and the Salt Graduate Certificate in Documentary Studies. Our goal at MECA&D is to teach each student how to transform aspirations and values into a creative practice that serves as the foundation for a lifelong pursuit of personal and professional goals.

Maine College of Art & Design is accredited by the New England Commission of Higher Education (NECHE) and the National Association of Schools of Art and Design (NASAD). The College's accreditation status with both agencies was renewed in 2016.

Strategic Direction

MECA&D's seven-year strategic (2020-2027) plan builds on our historic positioning in Portland's arts district, a shared strategic vision, and proven ability to embrace change.

Strategic Plan Priorities

1. Broaden Our Reach: Online and Distance Learning

Charge: MECA&D will develop a strategy to effectively enter the online and distance learning marketplace in order to expand our audience of learners and generate additional revenue streams.

2. Develop a Culture of Social Change, Racial Justice, and Equity

Charge: MECA&D's commitment to Social Change, Racial Justice, and Inclusion will inform all aspects of the College. We believe placing these values at the forefront of our work cultivates artists who are true agents of change and connects our community to the world in meaningful ways.

3. Academic Excellence

Charge: MECA&D will cultivate the highest standards in teaching and learning in art, design, and media, and will be recognized for its students' cultural contributions. The College will be known as an educational leader in the programs it offers, creating and continually improving a relevant, culturally inclusive, and distinctive curriculum that enables students to reach their potential in an ever-changing world.

Recognizing a rapidly evolving and increasingly challenging higher education landscape, the College will create additional programs and educational pathways to attract learners beyond its traditional region and age group: this includes professional, mid-career and continuing learners.

4. Create a Living and Learning Center

Charge: MECA&D will develop a new Living and Learning Center that reflects the College's mission to provide students with the resources and support necessary to pursue their education successfully. Building on MECA&D's historic role as the creative anchor of Portland, the new Center will expand MECA&D's footprint and identity within Portland and will provide a destination and hub for community activity and engagement.

5. Financial Sustainability

Charge: An essential principle of our Strategic Plan is to ensure MECA&D's long-term financial sustainability. As informed by data and other qualitative metrics, we will identify a financial framework and a series of revenue-focused strategic priorities in support of sustainable results and MECA&D's overall fiscal plan.

Compensation & Benefits

This is a year round, full time, exempt position. Compensation ranges from \$50,000 to \$52,000 annually, based on experience. A comprehensive benefits package is offered, including health, dental, vacation, sick time, and retirement benefits.

To Apply

Applications will be reviewed beginning immediately and will be accepted until a hire is made. Application materials must be sent digitally in a single PDF, not to exceed a 25MB file size. Please email the document to employment@meca.edu. Place "Assistant Registrar [Last Name, First Name]" in the subject line.

The PDF must include:

1. An application/cover letter which describes how the candidate's experience, accomplishments and qualifications intersect with the listed position description;
2. A resumé/curriculum vitae;
3. A diversity statement;
4. A list of four references with contact information, one of which should be a prior supervisor and/or professor.

Maine College of Art & Design recognizes that diversity is integral to the academic experience and strives to foster an inclusive culture defined by respect, equity and social responsibility. The successful candidate will have demonstrated experience working with diverse populations, and supporting an inclusive and equitable community. Maine College of Art & Design does not discriminate on the basis of gender, gender identity, gender expression, sexual orientation, disability, genetic information, HIV status, race, age, religion, national or ethnic origin, or military/veteran's status in its educational programs, admissions policies, employment policies, financial aid, or other College administered programs. Candidates from historically underrepresented backgrounds are encouraged to apply.