Registrar

ROBERT SMITH

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Objective

Over 7 years of professional management experience as a Registrar, revised and focused on higher education. The skilled educational registrar with experience in Admissions, Records, and Registration.

Skills

Registrar, Management, Customer Service, Database Management Programs including Astra, COGNOS, IRIS. Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Lotus Notes, and Power brief.

Work Experience

Registrar

ABC Corporation - September 2013 – Present

- Internally auditing admission and student paperwork and recording to ensure compliance with corporate policies and procedures, ethical practices and the guidelines of government and accrediting organizations.
- Assuring the security and authenticity of student records in all formats - paper and electronic.
- Preparing reports and certifications for use by internal and external audiences.
- Academically advising and assisting students in choosing courses for each quarter.
- Determining the course schedule for students to ensure efficient use of facilities, equipment, and human resources, including resolving conflicts with the dean regarding student and course schedule.
- Managing request for student programs and course status changes, student requests for transcripts and enrollment and/or degree verification.
- Working with HQ to oversee a departmental budget, expense reports, and cash advances.

Adjunct Faculty

ABC Corporation - June 2012 – August 2013

- Sets clear expectations for the course by publishing assignment/exam dates and the weight distribution of various evaluation categories ensures that the content and level of material included on exams has been adequately covered in class designs assignments and tests to conform to the objectives of the curriculum guide.
- Treats students academic needs seriously by being accessible for academic consultation before or after class, via phone or e-mail.
- Develops strategies to teach the course content for the entire term including instructional objectives, assignments, textbooks, the weight of grades and delivery methods.
- Utilizes educational technology (such as powerpoint, remote access to syllabi and grades, classroom projection systems, online courses or course components with interactive capabilities) to enhance learning.
- Establishes positive classroom relationships with students by being actively engaged in the classroom and lab.
- Provides opportunities for in-class discussions and questions and displays enthusiasm about the students, the subject matter, and the learning process incorporates higher-level learning

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(i.e., Application, analysis, synthesis, and evaluation) by giving students opportunities to develop information literacy and problem-solving skills, and by connecting their current study to lab assignments and previous/future study in the related disciplines.
- Review and approve course waivers and substitutions in keeping with curricular and general education requirements.

Education

Masters Of Science in Homeland Security - (Wilmington University - New Castle, DE)Masters Of Science in Healthcare Administration - (Wilmington University - New Castle, DE)Bachelors Of Art in Business Communication - (Edinboro University - Erie, PA)

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