



**SNOW
COLLEGE**

OPEN POSITION:

Assistant Registrar



About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

Mission

Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.

Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.



The Job

Description:

Under the direction of the Registrar, this position will focus on providing registration services to the Snow College, Richfield campus, and providing proactive outreach to graduation candidates on both campuses. This role is tasked with submitting campus course scheduling for the Richfield campus, issuing student ID cards, applying student major changes, processing graduation applications and audits, maintaining student cohort attributes, processing various registration forms, and guiding students, advisors, and faculty to the appropriate Snow College policies and practices.

This position will be essential in developing relationships with Richfield faculty and staff to transform registration processes and practices.

This job description is not designated to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Qualifications:

- Graduation from an accredited institution with a bachelor's degree OR a combination of education and experience demonstrating competence in meeting the duties outlined for this position.
- Knowledge of Snow College Registrar Policy;
- Ability to foster open, positive, flexible and progressive relationships with academic and student success departments;
- Demonstrated skill in effective interpersonal, collaboration, and professionalism;
- The ability to work independently toward a common goal AND collaborate for the common good of the institution as a whole;
- Demonstrated skills in verbal and written communication; excellent phone skills required and ability to communicate using professional email etiquette;
- Ability to analyze processes and procedures and develop appropriate updates;
- Literacy in Word, Excel, and data entry systems;
- Ability to learn new software and technical skills;
- Demonstrate an optimistic and positive outlook;
- Demonstrated skill in problem-solving and multitasking; and
- Ability to work effectively in a team environment.

Preferred Qualifications:

- Experience working in a Registration Office environment
- Experience in Banner student information system
- Experience in Courseleaf CLSS

Duties:

Fulfills a variety of Registration functions including:

- Once a semester, provide and collect graduation applications
- Track certificate programs
- Track student progress in certificate programs
- Perform graduation audits
- Maintain student academic records
- Attaching cohort attributes for select programs
- Ensure campus scheduling is in alignment for proper reporting
- Collect and apply major changes
- Photo ID card
- Assist students in registration error checking
- Process registration forms including adds, drops, audits, withdrawals, information changes, information releases, etc.
- Provide direction and assistance to instructors on registration processes
- Assess registration processes and coordinate with other stakeholders to improve them to benefit end users
- Establish proactive outreach communication channels to potential candidates for graduation to bolster student completion.

Diversity & Inclusion

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

Strategic Plan

This position is an important part of the College's **Strategic Plan**.

Living & Working in Sevier County

Sevier County: countless hiking and ATV trails, Fishlake National Forest, an hour away from Capitol Reef National Park, Eyes to the Sky Balloon Festival, concerts and other events at the Sevier Valley Center, rodeo and equestrian events, Fremont Indian State Park, and more on the **Sevier County Website**.



THANK YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on August 26th, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at jobs@snow.edu or hr@snow.edu.

