



Human Resources Office
500 West Broad Street
Statesville, NC 28677-5293
<http://www.mitchellcc.edu/>

Employment Opportunity

Director of Admissions/Registrar

posted May 9, 2008

POSITION

The Director of Admissions/Registrar is responsible for establishing procedures for and supervising the overall operations of the Admissions, Records and Registration process for the College. This full-time, twelve-month position is renewable annually. Beginning date: July 15, 2008.

RESPONSIBILITIES

- maintain accuracy, housing and security of all student records
- serve as Admissions Coordinator in supervising the application process
- serve as a liaison for the A.D.N. and M.A. programs
- formulate, coordinate, and implement plans for registration of all curriculum students
- maintain accurate faculty/student advising ratio
- sign all transcripts and admissions/student records correspondence
- manage graduation responsibilities
- oversee coordination of staffing for Student Services Reception Area and college Switchboard
- coordinate international student admissions and serve as the College's designated school official
- perform additional duties as assigned by the Dean of Student Services and/or the Vice President for Instruction

QUALIFICATIONS

- bachelor's degree is required; master's degree is preferred
- three years of experience in higher education; community college experience preferred
- demonstrated extensive computer knowledge and application experience, especially with student database programs used in the North Carolina Community College System (NCCCS)
- demonstrated effective and professional written and oral communication skills and organizational skills
- demonstrated understanding of and commitment to open-access community college philosophy, diversity issues, and service delivery technology

INSTITUTION

Mitchell Community College is a member of the North Carolina Community College System. Located in Statesville, the College serves students from Iredell and adjoining counties. Fall semester enrollment is in excess of 2,600 students in curriculum courses and approximately 14,000 in continuing education classes. Vocational, technical, college transfer and fine arts programs are offered to a diverse student body in an historical setting. The College is a learning-centered institution, which encourages its employees to be life-long learners.

APPLICATION PACKET

- official Mitchell Community College application
- letter of interest addressing each of the requirements
- résumé
- photocopy of transcripts

Applications will be accepted until the position is filled; however, preference will be given to persons who apply by **May 27, 2008**. The search committee process for full-time positions takes 60-90 days. Questions may be directed to the Human Resources office at 704-878-4341 or 704-978-3117 (fax).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER