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## Associate Registrar Resume

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### Job Objective

Looking for a position of Associate Registrar where I may utilize my skills and experience to provide exceptional services.

### Highlights of Qualifications:

- Sound experience of providing post secondary education
- Deep knowledge of homeland security educational visas
- Wide knowledge of student probation and suspension policies
- Ability to develop and implement long term objectives
- Ability to maintain recordkeeping systems and procedures
- Ability to operate various software applications
- Ability to compile information, and prepare reports

### Professional Experience:

Associate Registrar  
Boston University, Albany, NY  
August 2007 – Present

- Monitored and maintained record of all demographic changes on system.
- Administered all course changes and prepared schedule for special event.
- Assisted in program transfer and associate paperwork for it.
- Developed transcript processing for all special requests on record.
- Managed schedule course changes and updated on centralized registration.
- Evaluated enrollment process in coordination with external agencies.
- Facilitated manual adjustments on all records if required.
- Monitored all FEPR requests and produced non electronic records.

Associate Registrar  
Brown Mackie College, Albany, NY  
May 2004 – July 2007

- Administered attendance records as per internal procedures.
- Coordinated activities for all quarterly registration processes.
- Monitored data management activities and promoted students.
- Recommended improvements to information processes within timeframe.
- Monitored academic policies and ensured compliance to regulations.
- Supervised efficient working of registrar staff and evaluate performance.
- Administered all registrar phone queues and provided timely resolution.

### Education:

Associate Degree in Business Administration  
Iowa Western Community College, Council Bluffs, IA

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