Assistant Registrar

Location: Hickory, North Carolina

Position Summary:
Lenoir-Rhyne University (LR) is seeking a detail-oriented, highly organized, systems thinker to join our team as Assistant Registrar. The Assistant Registrar plays a key role in supporting the academic success of our students and ensures the accurate maintenance of academic records. Reporting to the University Registrar, the Assistant Registrar is responsible for a range of essential duties, including course registration management, academic policy and procedure compliance, support for NSC reporting, student athlete eligibility checking, course schedule building, and student record maintenance.

Reporting
The Assistant Registrar reports to the University Registrar.

Essential Duties Responsibilities
The Assistant Registrar has the following specific job functions:

1. **Course Registration Management**: Coordinate and oversee the course registration process, including pre-registration set up and implementation, add/drop process, and special student population registrations.
2. **Course Offering Management**: Collaborate with academic deans and faculty to produce and maintain the semester schedule of classes. Manage updates to SIS and online academic catalogs as well as the Stellic degree audit system with all changes to curriculum.
3. **Academic Policy Compliance:** Maintain a strong commitment to the integrity, accuracy, and security of all student data following all FERPA guidelines. Stay informed about and ensure compliance with university academic policies, procedures, and regulations, to include using regulations to guide decision-making in collaboration with the University Registrar.
4. **Student Record Maintenance**: Maintain accurate and confidential student records, including course enrollment, grades, and academic progress. Update and verify student information in the student information system (SIS) and other relevant databases.
5. **Academic Data Reporting**: Assist University Registrar in generating reports on student enrollment, course offerings, graduation rates, and other academic data as needed. Serve as support for data reporter for required National Student Clearinghouse submissions (e.g., Enrollment and Degree data) and support for any error resolution.
6. **Communication and Support**: Serve as a resource for students, faculty, and staff regarding academic policies, registration processes, and other academic matters. Respond to inquiries, provide guidance, and resolve issues effectively and professionally. Support the University Registrar in managing the Registrar's Office communication calendar.
7. **Technology and Systems**: Utilize the student information system (SIS) (currently Power Campus), Microsoft Office Suite, curriculum audit software (Stellic), and other relevant software to manage student records, generate reports, and maintain accurate data. Assist University Registrar in maintaining the self-service system (*my*LR), Dynamic Forms, and the public facing office website.

8. **Office Systems and Procedures**: Aid in the development and periodic review/update of all Registrar's Office process/procedure documentation. Assist in the development and implementation of new policies and procedures as needs arise. Help coordinate short- and long-range planning of office functions and flow.
9. **Staff Training**: Demonstrate mastery in all processing functions of the Registrar's Office. Foster a positive and collaborative work environment, promote professional growth, and ensure high-quality service delivery by providing training to office staff.
10. Serve on university committees.
11. Perform other duties as assigned.

Required Qualifications

- Bachelor's degree in relevant field such as education, administration, or related discipline
- Minimum of four years of experience in Registrar's Office or other closely related college academic administration office.
- Familiarity with academic policies, procedures, and regulations governing higher education institutions.
- Knowledge of student information systems (SIS) and database management.
- Proficient computer and technical skills including Microsoft Office Suite or related software.
- Excellent verbal and written communication skills, with experience working with individuals at all levels of the university.
- Strong interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Effective problem-solving ability and organizational skills.
- Excellent time management to handle multiple tasks and deadlines effectively.
- Excellent attention to detail and accuracy in managing student records.
- Ability to work outside of normal business hours occasionally (campus events, pre-registration, etc.).
- Demonstrated ability to build positive relationships among diverse faculty, staff, and students.
- Demonstrates initiative, creativity, the ability to work well independently and in a team, and the ability to manage multiple responsibilities concurrently.

Preferred Qualifications

- Master's degree
- Understanding of degree audit systems (Stellic), academic catalog software (Acalog), and NSC reporting.

Position requirements in the role description outlined above indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Role descriptions are an overview of the duties, responsibilities, and requirements of the position and are not intended to be construed as an exhaustive list for the position. Employees may be required to perform other job-related assignments as requested and acquire new skills and responsibilities. Lenoir-Rhyne University reserves the right to modify, add, remove, or waive the responsibilities, duties, and skills required of the position. Employment is contingent upon a satisfactory background check. This position is subject to available funding. Applicants must be legally authorized to work in the United States.

Anticipated Start Date: March 16, 2026

Compensation

Lenoir-Rhyne University offers a competitive salary and benefits package. Salary transparency is a priority; detailed information will be provided to candidates during the interview process.

Application Review Starts Date: February 16, 2026

Application Process

While completing the application, candidates will be prompted to submit a:

- Cover letter, specifically discussing how one's professional experiences and perspectives relate to the needs of the position.

- Resume, including the names and emails of three references. References will only be contacted for finalists, and candidates will be notified in advance.

Lenoir-Rhyne University promotes a welcoming campus environment that is integral to the university's commitment to excellence in engagement and education. We are particularly interested in candidates who have demonstrated experience nurturing a welcoming community, working with faculty, staff and/or students from all walks of life and/or incorporating varied perspectives and traditions in their current or previous positions. This commitment is rooted in our Lutheran tradition of fostering wisdom, nurturing vocation, and preparing students for lives of purpose while serving the common good.

About Lenoir-Rhyne University

Lenoir-Rhyne University is a co-educational, private, comprehensive institution founded in 1891, with its traditional campus located in Hickory, North Carolina, a city of more than 40,000. The university has additional graduate centers in Asheville, N.C., and Columbia, S.C. Situated in the foothills of the Blue Ridge Mountains, Lenoir- Rhyne is less than an hour's drive from Charlotte, and the Hickory-Lenoir-Morganton Metropolitan Statistical Area has a population of about 365,000. The university now offers more than 45 undergraduate and 20 graduate degree programs to approximately 2,400 students. Lenoir-Rhyne University seeks to liberate mind and spirit, clarify personal faith, foster physical wholeness, build community, and promote responsible leadership for service to the world. Affiliated with the Evangelical Lutheran Church in America (ELCA), Lenoir-Rhyne is open to people from all religious and non-religious backgrounds.

Non-Discrimination and Equal Opportunity Policy

Lenoir-Rhyne University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment and retaliation.

LR is committed to creating a safe campus environment for all members of the LR community, including, but not limited to, those who identify as transgender and gender non-conforming. To that end, LR does not discriminate on the basis of race, religion, color, sex (including sex stereotypes and sex characteristics), ethnicity, national origin, physical or mental disability, age, marital status, pregnancy or related conditions, sexual orientation, gender identity, gender expression, veteran or military status or any other characteristic or status protected by applicable law.

To ensure compliance with federal and state civil rights laws and regulations and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program, activity and employment, LR has developed internal policies and procedures that provide a prompt, fair and impartial process for those involved in an allegation of discrimination or harassment, and for allegations of retaliation.

LR values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.