The University of New Haven, founded on the Yale campus in 1920, is a private, coeducational university that has been recognized by The Princeton Review and U.S. News & World Report for academic excellence. Located between New York City and Boston in the shoreline city of West Haven, the University is a diverse and vibrant community of nearly 7,000 students from across the globe.

Within the University of New Haven’s colleges and schools, students immerse themselves in a transformative, career-focused education across engineering, health sciences and healthcare, business, law enforcement and public service, the liberal arts and sciences, and the fine arts.

More than 100 academic programs are offered, all grounded in a longstanding commitment to collaborative, interdisciplinary, project-based learning. The University of New Haven ranks among the top universities in the Northeast and boasts nationally ranked programs in a number of majors across business, criminal justice, health sciences, engineering, cybersecurity, forensic science, and the liberal arts and sciences.

Here, the experience of learning is both personal and pragmatic, guided by a distinguished faculty who care deeply about individual student success. As leaders in their fields, faculty members provide the inspiration and recognition needed for students to fulfill their potential and succeed at whatever they choose to do.

Under the leadership of President Steven H. Kaplan, who was named the sixth president in 2004, the University has experienced significant growth — both in enrollment and in the expansion of the University’s West Haven campus. Full-time undergraduate enrollment has more than doubled, and first-year applications have nearly quadrupled.

Over the last decade, the University has completed more than $300 million in major capital projects while launching 26 new academic programs. The University has also added campuses in Tuscany, Italy, and Orange, Conn.

For more background on the University of New Haven please visit: www.newhaven.edu

The University of New Haven: Campus tour given by students and an overview message from President Steve Kaplan.
SEARCH DESCRIPTION:

The Assistant Registrar for Degree Audit will contribute to the Office of the University Registrar by managing student record information to ensure the security and integrity of academic records. The Assistant Registrar is responsible for providing data and analysis concerning educational policy, curriculum, academic performance and degree completion for all students to internal and external stakeholders. The Assistant Registrar is part of a team responsible for all degree audit inquiries and contributes to the services and mission of the Office of the University Registrar and the University as a whole.

CORE DUTIES:

- Research and implement best practices in degree audit processing
- Maintain records and systems related to student enrollment with discretion and accuracy in accordance with internal policies and external regulation
- Implement and enforce academic policies
- Collaborate with other departments
- Maintain and update Degree Audit programs, concentrations and minors by utilizing Degree Works Scribe language
- Provide student helpdesk support for faculty and students for online registration and degree audit
- Revise degree audit criteria in conjunction with yearly program and/or course changes
- Develop reports for university stakeholders and others as needed
- Maintain and communicate degree application deadlines
- Provide comprehensive degree completion information to all students and advisors and perform degree audits and post degree completions in Banner
- Maintain all records associated with degree programs and those students that complete degrees
- Assist with the collection of final grades and resolve any discrepancies between faculty and the Office of the University Registrar
- Award degrees
- Print and mail diplomas after each term
- Provide backup support for routine office tasks such as preparing transcripts, registration issues and addressing customer inquiries
- Promote teamwork, collaboration, and resource sharing across the Office of the University Registrar and other Enrollment Services areas

SECONDARY DUTIES:

- Support the operation of the One Stop Office
- Performs other duties as assigned
QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Bachelor’s degree and two to four years of experience in a Registrar’s Office preferred
- Administrative experience in higher education desired
- Experience with Banner preferred
- Experience with Degree Audit strongly preferred
- Experience working with faculty members and administrative/academic departments
- Excellent verbal and written communication skills and interpersonal skills
- A commitment to enhancing the internal and external customer experience is required
- Professional presentation and demeanor is required
- Proficiency with the Microsoft suite of products including, but not limited to, Word, Excel, Outlook and Teams is necessary
- Excellent organizational skills and great attention to detail with the ability to prioritize and advance multiple tasks simultaneously
- Ability to work independently and take individual initiative as well as the ability to work as a collaborative team member

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision

The University of New Haven is an Equal Opportunity Employer and a diverse institution which celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

HOW TO APPLY:
If you have the qualifications we are looking for and are interested in working for an institution where the experience of learning is both personal and pragmatic and one that is guided by a distinguished faculty who care deeply about individual student success, we want to hear from you! Please submit a cover letter, resume, and three references, all of which will remain confidential, to HRDept@newhaven.edu.

It is mandatory that UNH employees abide by all pre-determined Covid related policies and procedures.