



## **Area Registrar**

**Area Registrar:** Mid-Plains Community College is now accepting applications for an Area Registrar. Responsible for providing leadership related to processes and procedures related to the area of Registration and Records. Oversees the daily operations, provides oversight for degree audit/conferral processes, maintains academic integrity and FERPA compliance, and communicates with internal and external constituents. Responsible for data submission to National Student Clearinghouse and assists in transfer related issues.

**About us:** Mid-Plains Community College, a legislatively designated 18-county district in West-Central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. MPCC consists of three main campuses, one located in McCook, Nebraska and two located in North Platte, Nebraska. Additionally, there are campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area.

**Qualifications:** Bachelor's Degree in a related field with at least three years of experience as a registrar or experience in a closely related position. Applications will be accepted until the position is filled.

**Application Instructions:** Send a (1) letter of interest, (2) current resume, (3) a completed MPCC application form (available at [www.mpcc.edu](http://www.mpcc.edu)) and (4) Unofficial transcripts to MPCC Human Resources, 1101 Halligan Drive, North Platte, NE 69101. Fax: 308-534-5770 or email [humanresources@mpcc.edu](mailto:humanresources@mpcc.edu) Only complete application packets will be considered. **To guarantee consideration, application materials must be received by January 25, 2019. Only complete application packets will be considered.**

An EEO Employer/Educator.