



Registrar

Position Vacancy

Carolinan College of Health Sciences (CCHS) invites applications for a full-time Registrar to provide leadership and management for all aspects of student academic records and registration. Applicants should have a baccalaureate degree and excellent computer skills. Previous experience in academic registration and/or records management is preferred.

Carolinan College is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to offer associate of applied science degrees. Offered are programs in health care education leading to careers in nursing, surgical technology, radiologic technology, medical technology and emergency medical sciences, as well as individual classes in the sciences and liberal arts. CCHS is a subsidiary of Carolinas Medical Center (CMC) and is located in a free-standing building on the campus of CMC near uptown Charlotte. Please visit www.CarolinanCollege.edu to learn more about our college.

Responsibilities and Qualifications: The Registrar manages the records and registration process of the College, ensures completeness, accuracy, and security of student data, and generates statistics for ongoing planning and evaluation. The ideal candidate will have extremely strong computer and data management skills and experience with registration and records management, preferably in a college or university environment.

To Apply: Interested candidates should e-mail a resume to Dr. Hampton Hopkins, Dean of Student Services, at hampton.hopkins@CarolinanCollege.edu.

A review of application materials will begin immediately and continue until the position is filled.