

Registrar (Reg, FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=261435>

Downloaded On: Aug. 21, 2025 1:03am

Posted Aug. 20, 2025, set to expire Dec. 17, 2025

Job Title Registrar (Reg, FT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Aug. 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6487252>

Apply By Email

Job Description

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Registrar (Reg, FT)

Position Title: Registrar (Reg, FT)

Department: Academics

Campus: Office of College Services

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than 9/2/2025. The College cannot guarantee that application materials received after this date

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will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours (for hourly positions):

Salary Grade: Admin 19 - \$91,314

Job Category: Administrators

Employment Type: Regular Full-Time

Job Slot:

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Job Open Date: 8/19/2025

Job Close Date: Open until filled

Job Purpose: The Registrar oversees a team responsible for the management of student records in compliance with state and federal regulations (including the Family Educational Rights and Privacy Act and in accordance with AACRAO standards), the curriculum process for credit and non-credit programs and courses, room scheduling, registration, graduation, and transfer articulations. In addition, the Registrar plays a vital role with the reporting of data, and with implementing policies, procedures, processes, and technologies that improve the student, faculty, and staff experience. The Registrar is a key partner with offices across the College, including, but not limited to, academic units, financial aid, advising, counseling, the Bursar's office, and student support offices.

Minimum Requirements, Competencies and KSAs:

Minimum Requirements:

Education: A master's degree in educational management, curriculum and instruction, management, or a related field.

Experience: A minimum of five years of experience in higher education.

Competencies:

- Solid understanding of curriculum development and higher education administration.
- Familiarity with higher education legislation (e.g., ADA and Family Rights and Privacy Act).

Knowledge, Skills and Abilities:

Knowledge of:

- Computer skills in relation to using data management systems.
- ACRAO standards

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Skills and Abilities to:

- Evaluate and equate course competencies.
- Work effectively with diverse stakeholders, including students, faculty, and administrators.
- Lead the implementation process and technology improvement.
- Demonstrated communication, strong leadership, team building, change management, and organizational skills.

Essential Duties and Responsibilities:

1. Develops, implements, and maintains grading and transcript systems for both credit and non-credit instruction to allow for flexibility and the effective issuance of accurate transcripts and grade reports to students. 2. Maintains systems and processes for the adoption of new and updated curriculum for programs and courses, coordinates the publication of the CCAC catalog, and updates degree audit systems in compliance with state regulations, the regional accrediting agency, and the college governance process. 3. Coordinates the reporting of enrollment and graduation to the National Student Clearing house and maintains the systems by which students, alumni, and third parties obtain enrollment and degree verifications. 4. Coordinates the academic scheduling building process, which includes the development of the planning timeline, the application of data analytics to inform the schedule, recommendations of schedule additions and reductions, and training for college scheduling systems. 5. Coordinates data collection and responses for state audits of credit and non-credit curriculum and registration materials. 6. Coordinates census reporting by faculty and monitors compliance and reporting external entities, including Chapter 335, PA Secure ID, PATrac and TAOC, Act 48, FBI fingerprint access, and military grading. 7. Coordinates the distribution of college-wide e-mails to students by working with the Institutional Technology Department. 8. Monitors the development and improvements to the college student information system and related third-party systems; leads and coordinates testing in beta and test environments; and coordinates resources and training for users. 9. Coordinates release of academic information in college publications, including the student handbook, faculty handbook, college magazine, direct mailing, and email. 10. Submits information to the Department of Education related to the Transfer Articulation and Oversight Committee (TAOC) credit equivalencies and program-to-program articulation agreements. 11. Oversees academic room scheduling, classroom optimization, and administration of the room scheduling system. 12. Performs other duties as required or assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations

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(FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1798>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

NA

Community College of Allegheny County

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