

White Earth Tribal and Community College  
Position Announcement  
Deadline to apply: June 27, 2018

Job Title: Registrar  
Reports to: Dean of Students  
Status: Full time

**Summary:** Plan, organize and manage all of the activities related to the Records and Registration Department, including serving as the official authorized keeper of the College's student records. Responsible for collecting, recording maintaining and reporting student records with FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification.

**Qualifications:** Bachelor's degree preferred. Minimum 3 years' experience working in a higher learning education setting required or five years of experience in a related field, or combination of education and experience. Current driver's license and insurance required. An individual background check will be conducted.

**Complete application materials include:** letter of intent, resume, application and two letters of recommendation or list of references. Send complete materials to Denise J. Askelson, Human Resources. For more information call 218-935-0417 ext. 332 or e-mail [denise.askelson@wetcc.edu](mailto:denise.askelson@wetcc.edu) .

Denise J. Askelson – Human Resources  
2250 College Road  
Mahnomon, MN 56557

Equal opportunity employer with Indian and Veteran preference.