

Assistant Registrar

Full time (1 FTE), salary and benefits

Location: San Rafael, CA & San Quentin Prison

Salary: \$85,000-100,000, depending on experience

Reports to: Registrar and Director of Advising (both roles held by one person)

Overview:

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

The Assistant Registrar supports the academic records, student data management, and advising functions at Mount Tamalpais College. This role ensures the accuracy and efficiency of transcript processing, course registration, records updates, and student support services, while also playing a key role in academic advising coordination. The position requires exceptional attention to detail, organizational skills, and tremendous dedication, diplomacy, and patience.

The Assistant Registrar ordinarily spends up to one-third of their time inside the prison and the rest of their time working remotely or at the Mount Tamalpais College office in San Rafael. On prison escort days, the position is physically active, including spending at least one-third of the day escorting faculty a half mile through the prison to the Education area and between different classroom areas, at least twice per shift, and lifting up to 15 lbs. Hours may include at least two evenings per week and some Sundays inside San Quentin.

Core Job Responsibilities:

- Student Records & Data Management Support:
 - Maintain and update student records, enrollment processing, and academic progress tracking

- Process transfer credit evaluations and transcript requests
- Support registration, enrollment, and new student onboarding processes
- Ensure accurate entry, maintenance, and verification of student and academic data
- Track and process student degree requirements, academic records updates, and student status changes
- **Academic Advising & Student Support:**
 - Advise students, prospective students, and alumni on areas related to scope of work
 - Assist with academic advising operations, tracking student progress, and advising record-keeping
- **Administrative Support:**
 - Work with the Registrar and Director of Advising on special projects and process improvements
 - Provide general administrative support for student records, advising, and enrollment functions
 - Support the Registrar and Director of Advising and other Academic and Student Affairs team staff with additional tasks as needed

Other Responsibilities:

- **On-the-Ground Support:** escort faculty into San Quentin regularly during the week, and provide onsite support for faculty and students while classes are in session
- **Academic and Student Affairs Team Participation and Collaboration:** participate in weekly team meetings and regular staff check-ins
- **All-Staff Engagement:** participate in monthly all-staff meetings, and other organization-wide meetings, activities, and events, to foster a cohesive organizational culture, build relationships with colleagues across various departments, and stay informed about broader organizational initiatives and strategic priorities

Key Success Factors:

- Meticulous attention to detail: deep commitment to precision, ensuring accuracy in all aspects of work
- Associate degree at minimum, bachelor's preferred

- Cultural competence: ability to work well with diverse populations with a broad range of backgrounds
- Outstanding communication skills (written, verbal, presentation, etc.)
- Ability to communicate cordially and effectively with diverse constituents, including students, faculty, staff colleagues, prison staff and administrators, donors, and others
- Ability to manage multiple competing priorities under tight deadlines
- Strong organizational and time management skills; capacity to switch frequently between multiple tasks
- Commitment to fostering a collegial and collaborative work environment
- Prior relevant experience working in a professional environment
- Strong sense of personal responsibility and exceptionally self-motivated
- Proficiency in computer skills such as MS Office Suite (with a focus on Excel), Google Workspace products (Docs, Sheets, Groups, Calendar), student information systems, or similar tools

Compensation and Benefits:

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development

How to Apply:

Please submit your cover letter and resume to hring@mttamcollege.edu with "Assistant Registrar" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Statement of Non-discrimination:

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.