

## **Assistant Registrar of Academic Information Services**

The Assistant Registrar of Academic Information Services is a member of the office management team and interprets systems, programs, and data specifications by the administration, faculty, staff, and the campus community organizations. Primary responsibilities also include production of effective reports, statistics, analysis and application programs to aid and support the successful operation of the Banner software program.

Requirements include a Bachelor's degree, excellent analytical, oral, and written communication as well as polished interpersonal skills, demonstrated ability to work in an environment with numerous priorities and deadlines, commitment to providing superior customer service to students, faculty, and Administration while balancing institutional policies.

Preferred qualifications should include at least three years of experience in a university Registrar's Office, experience with IT services, and Banner Student Software. La Salle offers a competitive benefits package with tuitions remission; Salary is commensurate with experience.

Applicants should submit a cover letter, resume, and a list of 3 references to:

Dominic J. Galante  
University Registrar  
La Salle University  
1900 West Olney Avenue  
Philadelphia, PA 19141

La Salle University is a Roman Catholic university in the tradition of the De la Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at [www.lasalle.edu](http://www.lasalle.edu) AA/EOE