

July 14, 2022

BERGEN COUNTY TECHNICAL SCHOOLS

"A school of choice for teachers and students who believe in doing the serious work of creating a learning community."

POSITION OPENING FOR SCHOOL YEAR 2022-2023

REGISTRAR (12 Months – Non-certificated) DISTRICT

QUALIFICATIONS:

1. Bachelor's degree in Computer Science area or extensive equivalent field experience in computer technology and applications.
2. Work experience of three to five years in an academic environment.
3. Experience with Apple and Microsoft Operating Systems.
4. Knowledge of basic office procedures, record keeping and organization.
5. Extensive experience with student information systems and student information reporting requirements.
6. Knowledge of word processing, database and/or spreadsheet applications to meet state reporting requirements.
7. Demonstrate the ability to work within a team of people.
8. Excellent communication skills.
9. New Jersey residence required within one (1) year from date of hire.

SALARY: Commensurate with experience and qualifications.

Applicants for this position are asked to submit a current résumé, cover letter, and other supporting materials to:

Gary P. Hall
Director of Human Resources
Bergen County Technical Schools
540 Farview Avenue
Paramus, NJ 07652
Fax: 201-265-6907 or e-mail: roslap@bergen.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Please post from July 14, 2022 through July 22, 2022

GPH/rlp

c: Presidents, Employee Associations

PCN#23-25-AS/bcm