

Registrar, Associate

FLSA Status: Exempt

Pay Grade: 19

Job Title ID: 121001

Job Series/Job Family: Student Support & Success Series / Admissions Family

Reports To

Registrar

Job Purpose

To manage and administer various aspects of academic records management and registration.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises, trains, and evaluates assigned unit(s) within Registrar's office; schedules and prioritizes work assignments; approves time sheets.
2. Serves as a lead resource person in answering questions and providing information regarding ACC policies, admissions procedures and policies of state and federal agencies.
3. Corresponds with deans and department chairs regarding procedures relating to evaluations, graduation, Core Curriculum, and General Education requirements.
4. Reviews degree audits for accuracy, status of students (program requirements complete, not complete), and appropriate substitutions and/or waivers; reviews other student documents for degree audit purposes; makes corrections to audits in computer system.
5. Proposes appropriate substitutions and/or waivers to student programs; approves or denies Record of Substitution and Waiver forms submitted by deans and department chairs for all disciplines; applies approved subs/waivers to degree audits; logs and distributes forms to appropriate departments.
6. Evaluates and awards credit for foreign and domestic college level transfer work.
7. Responds to student inquiries pertaining to status and program advisement.
8. Serves as acting registrar on an as needed basis to provide administrative and managerial support services in the Admissions and Records department.
9. Participates in the design and implementation of computer system updates with analysts, programmers, and other staff members.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles and practices pertaining to registration services.
- State and federal policies pertaining to students in higher education.
- Institution record retention requirements.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Effectively using organizational and planning skills.

- Ability to balance institutional policies with the individual needs of students
- Strong analytical, written, verbal and interpersonal communication skills, including tact and diplomacy.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Applying academic record policy and procedures.
- Effectively supervising, leading, and delegating tasks and authority.
- Working collaboratively and as part of a team.
- Maintaining confidentiality of work related information and materials.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and student information systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling.
- Work is routinely performed in office environments.

Work Experience

Required

- Three years experience in student records and registration management, including some proven managerial and supervisory experience in student records management or related work experience.
- Demonstrated excellence in customer service.
- Demonstrated excellence in accurate and detail oriented work in a fast paced environment.

Preferred

- Work experience in a community college setting.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree in a related field.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.