

Registrar

FLSA Status: Exempt

Pay Grade: 22

Job Title ID: 12101

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

Reports To

Director, Admissions and Records

Job Purpose

To manage and administer all 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. Selects, trains, evaluates, schedules, and supervises staff to implement department plans and strategies that fulfill the department and campus mission.
2. Assists with the coordination of registration activities; implements strategies for the provision of registration and academic record services; identifies operational and strategic goals for academic records and registration.
3. Creates, manages, and monitors innovative recordkeeping procedures; remains up-to-date on federal and state statutes; researches best practices related to the areas of academic records and registration.
4. Manages and monitors all aspects of the student database (Datatel) that have an impact on records and registration, including training new staff, and helping existing staff increase skills levels. Responsible for the integrity, security, and maintenance of student academic records.
5. Creates, manages, and monitors communications systems that link records and registration to other offices within the department and across the college.
6. Assists in planning and implementation of College Connection events; prepares materials and supervises employees.
7. Communicates and collaborates with other staff, faculty, and students to resolve problems and obtain desired results.
8. Evaluates and processes student appeals.
9. Assures compliance with all local, state, and federal regulations and laws regarding student admissions, registration and recordkeeping.

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.
- Statutory and institution record retention requirements.
- Management principles and practices and demonstrated management effectiveness.
- Budget preparation, bid and purchasing procedures, and expense control.
- Establishing and maintaining effective working relationships

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

- Ability to balance institutional policies with the individual needs of students
- Strong analytical, written, verbal and interpersonal communication skills, including tact and diplomacy.
- Effectively supervising, leading, and delegating tasks and authority; articulating a vision for the development of automated recordkeeping and delivering effective service to all constituencies.
- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Applying academic record policy and procedures.
- Managing a College-wide, client server-based computer system.
- Effectively supervising, leading, and delegating tasks and authority.
- Preparing budgets and monitoring the disbursement of funds.
- 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 of progressively responsible experience in student records and registration management including two years of which in proven managerial and supervisory experience as a Registrar or Assistant Registrar or equivalent position, or other student records management related work experience.

Preferred

- Work experience in a community college setting. Five or more years of progressively responsible experience in student records and registration management including three years or more of proven managerial and supervisory experience as a Registrar or Assistant Registrar or equivalent position, or other student records management related work experience.

Education**Required**

- Bachelor's degree in a related field.

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.

