



Registrar
Registrar

REG/1

JOB SUMMARY

This position is responsible for directing the student registration process and for maintaining student records.

MAJOR DUTIES

- Manages and supervises the day-to-day operations of the Registrar's Office.
- Coordinates early and final registration processes.
- Processes student enrollment verifications.
- Enters semester dates to Banner program.
- Coordinates with IT and Admissions personnel to prepare data and reports.
- Coordinates the assignment of students to advisors.
- Coordinates the end-of-term processing of grades.
- Audits grades and prepares suspension letters.
- Maintains and updates the department website.
- Reviews student accounts and coordinates purges for non-payment of fees.
- Processes residency petitions.
- Processes all SOCMAR agreements; responds to related surveys.
- Coordinates with Academic Deans to establish deadlines.
- Directs the coordination of graduation ceremonies.
- Attends committee and task force meetings.
- Approves all Banner requests for student records.
- Plans and implements policies, initiatives and services.
- Ensures compliance with the Family Educational Rights and Privacy Act (FERPA).
- Manages the departmental budget.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of student records management principles.
- Knowledge of college registration processes.
- Knowledge of academic grading and transcripts.
- Knowledge of data analysis and reporting.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Student Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the college academic catalog, Veterans Administration guidelines, SOCMAR instructions, software user instructions, Board of Regents policies and procedures, Department of Education discipline codes, and the Family Educational Rights and Privacy Act. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict guidelines and deadlines contribute to the complexity of the position.
- The purpose of this position is to direct student registration and records maintenance operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, vendors, representatives of other colleges and universities, alumni, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Registrar (1), Graduation Coordinator (1) and Records Specialist (4).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.