



## Graduation Coordinator Registrar

REG/3

### JOB SUMMARY

This position is responsible for coordinating graduation ceremonies for Dartton State College.

### MAJOR DUTIES

- Tracks, prepares and submits all official graduation evaluations, student progress and graduation applications.
- Maintains graduation database and related correspondence.
- Maintains Banner database to reflect all graduates and applicable courses applied to degree.
- Prepares statistical and demographic reports.
- Coordinates the purchasing of diplomas, certificates, diploma covers, caps, gowns, and other academic regalia.
- Coordinates the photographing of graduation ceremonies.
- Assists in updating student records; processes changes of major, grade changes, etc.
- Serves as a key point-of-contact for academic advisors.
- Greets visitors and answers telephone; provides information and assistance.
- Updates commencement instructions.
- Assists with grade submittals, enrollment verifications and class attendance records,
- Assists with student registration.
- Assists with the assignment of faculty advisors.
- Serves on assigned committees.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of student records management principles.
- Knowledge of college registration processes.
- Knowledge of data analysis and reporting.
- Knowledge of degree and graduation requirements.
- Knowledge of college graduation policies and procedures.
- 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 Registrar assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the college academic catalog, 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.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative and management duties. Frequent regulation changes contribute to the complexity of the position.
- The purpose of this position is to coordinate Darton State College graduation exercises. Success in this position results in the efficiency and effectiveness of those exercises and in the accuracy and completeness of student records.

## **CONTACTS**

- Contacts are typically with co-workers, other college personnel, students, representatives of the Board of Regents, representatives of other colleges and universities, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.