



Position Description

Position: Registrar	Position Number: 483701
Department: Admission and Records	FLSA: Exempt
Reports to: Dean of Admissions and Records	Salary Range: 13

Summary

Under general direction of the Dean of Admissions and Records, the Registrar oversees and directs student admission and academic records, supervises staff and operations within the Admissions and Records Department, evaluates transcripts, and assists in the planning and organizing of the registration calendar and class schedule.

Essential Duties and Responsibilities

- Oversee student admission and academic records.
- Direct the maintenance and security of student admission and academic records, including recording grades.
- Develop registration policies.
- Interpret academic policy and FERPA regulations.
- Analyze enrollment trends.
- Collaborate with the Dean of Admissions and Records regarding student and course scheduling conflicts.
- Supervise operations and staff in student admissions, registration, and record-keeping areas.
- Oversee the evaluation of high school, military experience, and post-secondary transcripts for possible course transfer credits, including analyzing related course content from transferring schools for equivalent course material and approving the appropriate credit.
- Manage requests of student program and course status changes, student request for transcripts and enrollment and/or degree verification.
- Conduct degree audits to ensure students meet program requirements and approve graduation eligibility of students.
- Partner with campus management to achieve desired organizational results in areas of student retention, graduation rates, and satisfactory student progress and other compliance and organizational metrics and goals, including analyzing enrollment and demographic statistics.
- Administer and/or coordinate proctoring of admissions test and ensures security of testing materials.
- Develop registration calendar referencing the academic calendar.
- Maintain student fee schedules as authorized by the Board of Trustees.
- Advertise registration dates, and application and registration cycles.
- Work cooperatively with TeCS to ensure that on-line registration system is available to students.
- Produce accurate class schedules.
- Update course catalog.
- Maintain NCPACE transcripts.
- Perform other duties as assigned, which support the overall objective of this position.

Qualifications



Position Description

Knowledge, Skills and Abilities

- Knowledge of Title V and California Education Code rules and regulations.
- Knowledge of FERPA.
- Knowledge of basic record-keeping and accounting policies and procedures.
- Knowledge of commonly used office equipment and software programs.
- Knowledge of related state and federal laws and regulations.
- Management skills in budget formation and administration.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Make arithmetic calculations quickly and accurately.
- Operate a variety of office equipment.
- Plan, organize, and prioritize work.
- Meet schedules and timelines.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of an associate's degree and four years of increasingly responsible experience in an educational setting, preferably in a college Admissions and Records office OR a bachelor's degree and two years of increasingly responsible experience in an educational setting, preferably in a college Admissions and Records office. Bachelor's degree is preferred.

Licenses and Certificates

- Requires a valid California driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.