

Job Description

Job Title:	Registrar
Job Class:	Professional Staff, Compease grade 13
Department:	Academic Affairs
Reports To:	Vice-President for Academic Affairs
FLSA Status:	Exempt/Compease Grade 13
Prepared By:	Registrar & VPAA
Prepared Date:	September 2017
Approved By:	VPAA
Approved Date:	9/21/17

SUMMARY: Responsible for management of the registration and academic record keeping functions of the college. Ensures the integrity, security, and maintenance of all student academic records. Supervises the functions and services provided by the Records Office including all administrative and operational activities associated with the registration of students. Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description reflects management's assignment of essential functions and does not prescribe or restrict the tasks that may be assigned. Other duties may be assigned.

- Works in conjunction with academic deans and VPAA to create master schedule of classes each term, and ensures student information system is updated accordingly.
- Serves as the institution's residency officer and determines student residency.
- Certifies the eligibility and academic status of students.
- Processes final grades, academic probation and dismissals, and President's List recipients.
- Prepares and distributes Census Day reporting to key leaders of institution.
- Responsible for the college Records Retention Plan.
- Selects, trains, and evaluates the performance of direct reports.
- Develops and manages the departmental budget.
- Collaborates with MIS to monitor developments and enhancements in technology systems to support registration, record keeping, and student information systems.
- Provides leadership to ensure institutional compliance with FERPA and other laws applicable to student records including grades, biographical data, and academic information.
- Serves as institutional liaison with the Higher Education Information (HEI) system and oversees the submission of enrollment reports on behalf of the college for state share of instruction (SSI) which ensures proper receipt of subsidy.
- Serves as a member of institutional committees including curriculum, student appeals, student success (graduation), and dual enrollment.
- Develops and updates Records Office landing page on website and communications according to state laws and provisions.
- Oversees the evaluation of transfer credit and the processing of transcript requests.
- Oversees auditing of graduates and certification of graduation requirement including the "auto-graduation" process.
- Oversees tracking and reporting of CWID/Reverse Transfer
- Oversees changes and updates to the WebAdvisor/Student Planning system as it relates to scheduling and student records.
- Participates as a member of the Ohio Association of Collegiate Registrars and Admissions Officers (OACRAO).

SUPERVISORY RESPONSIBILITIES:

Records Office staff

QUALIFICATIONS:**EDUCATION and/or EXPERIENCE:**

Bachelor's degree (preferred) with 3+ years of experience or Associate's Degree with 10 years of experience with emphasis on management, computer science or related area in higher education. Should have experience of increasing responsibility as a professional in college records, administration, or a closely related area. If hired with an Associate's Degree, candidate will be required to obtain a Bachelor's Degree within 4 years of hire.

Thorough knowledge and hands-on experience with registration and student records.

Experience with integrated student information systems, query language, and information retrieval. Working knowledge of Datatel/Colleague preferred.

Strong leadership, management and interpersonal skills; experience in the supervision of personnel.

CERTIFICATES, LICENSES, REGISTRATIONS: N/A**LANGUAGE SKILLS:**

Excellent verbal and written communication skills including the ability to understand and make self easily understood by internal and external customers. Ability to effectively communicate with diverse constituencies both inside and outside the college.

MATHEMATICAL SKILLS: Competency in general math.

REASONING ABILITY:

Analyzes submitted materials, data, and problems and makes timely routine decisions within the scope of the duties of the position; exhibits flexibility and willingness to learn; deals professionally with unexpected situations and frequent interruptions; multi-tasks, and prioritizes work load. Performs under direct supervision. Ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Exhibits a willingness to assume additional duties; seeks the guidance of supervisor prior to beginning an unfamiliar assignment unless otherwise instructed.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to use general office equipment including the computer, fax, telephone, and copier. Equipment is in various locations. Some problems may necessitate research to solve. The information being researched may be located in various offices and be in various formats necessitating pulling files, examining micro fiche, or traveling to the storage building to look through boxed records. Requires prolonged periods of time on the computer. Must be able to travel throughout campus. Mental stresses of working under constant interruptions and deadlines.

Position is primarily situated in an environmentally controlled office; does research and attends meetings in various other offices and buildings on and off campus. During travel between buildings or to off-site meetings, there is exposure to weather conditions.