

# COLLEGE REGISTRAR

## **Job Summary:**

The College Registrar oversees and maintains student and College records, administers the course registration process, and confirms students' fulfillment of matriculation, graduation, and other academic requirements.

## ***Supervisory Responsibilities:***

- Oversees the daily workflow of the Registrar's Office
- Conduct performance evaluations that are timely and constructive.

## ***Duties/Responsibilities:***

- Administers and oversees all functions of the Registrar's Office.
- Implements processes and procedures for course scheduling and enrollment.
- Oversees and implements processes for the secure maintenance of all academic records by applicable privacy and data security requirements.
- Drafts policies and implements processes for recording and tracking students' course enrollment, completion, and final grades; fulfillment of matriculation and graduation requirements; and requests for transcripts and other records.
- Compiles reports of statistical data regarding enrollment, graduation, and other metrics at the request of other College staff.
- Collaborates with academic deans to determine and periodically review course requirements for enrollment in courses and completion of each degree program.
- Prepares, implements, and monitors annual budget and department expenses.
- Maintains current knowledge of applicable data security and privacy laws and emerging technology; recommends system improvements and policy changes as necessary to ensure continued compliance with legal standards and best practices.
- Performs other related duties as required.

## ***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Good interpersonal skills with the ability to fairly resolve disputes and complaints.
- Strong supervisory and leadership skills.
- Ability to prepare and oversee departmental budget.
- Thorough understanding of or ability to quickly learn the database and administrative software programs in use at the College.
- Ability to keep confidential information secure and private.
- Proficient with Microsoft Office Suite or related software.

## ***Education and Experience:***

- Master's Degree in Business Administration, Computer Science, or related field required.
- At least five years of experience in college-level administration.