

## POSITION DESCRIPTION

Registrar

**Position** ..... Registrar  
**Department/Site** ..... Student Services  
**FLSA** ..... Exempt  
**Evaluated by** ..... Dean of Enrollment Services  
**Salary Range** ..... 13

### **Summary**

Under general direction of the Dean of Enrollment Services, 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**

- Oversees student admission and academic records.
- Directs the maintenance and security of student admission and academic records, including recording grades.
- Performs complex technical duties and work with TeCS Department to troubleshoot and resolve problems within student information system.
- Develops registration policies.
- Interprets academic policy and FERPA regulations.
- Analyzes enrollment trends.
- Collaborates with the Dean of Admissions and Records regarding student and course scheduling conflicts.
- Supervises day-to-day operations and staff in student admissions, registration, and record-keeping areas.
- Oversees 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.
- Supervises the certification of degree and certificate candidates, general education certification and enrollment verifications.
- Manages requests of student program and course status changes, student request for transcripts and enrollment and/or degree verification.
- Conducts degree audits to ensure students meet program requirements and approve graduation eligibility of students.
- Partners 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.
- Assists in evaluating student petitions.
- Administers and/or coordinates proctoring of admissions test and ensures security of testing materials.
- Develops registration calendar referencing the academic calendar.
- Maintains student fee schedules as authorized by the Board of Trustees.
- Advertises registration dates, and application and registration cycles.
- Works cooperatively with TeCS Department to ensure that on-line registration system is available to students.
- Produces accurate class schedules.

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- Updates course catalog.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Knowledge, Skills and Abilities**

- Knowledge of Title 5 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.
- 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.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

### **Education and Experience**

- Possession of a bachelor's degree in any discipline, and four years of increasingly responsible experience in an educational setting, preferably in a college Admissions and Records office.