



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 position of registrar assists in the planning, organizing and supervising of the student admission, registration and record-keeping operations and participates in the selection and supervision of staff.

Essential Duties and Responsibilities

- Build the registration calendar with reference to the Academic Calendar.
- Maintain student fee schedules as authorized by the board of trustees.
- Advertise registration dates.
- Maintain up-to-date student files.
- Work cooperatively with TeCS to ensure that on-line registration system is available to students.
- Produce accurate class schedules as required.
- Update course catalog annually.
- Process the veteran certifications.
- Advertise application and registration cycles.
- Supervise admissions and records functions needed for the online registration cycle.
- Maintain NCPACE transcripts.
- Perform related duties as assigned.

Qualifications

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.



Position Description

- 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 in business/office management with four years of increasingly responsible experience in a college admissions and records office, including two years supervisory experience. 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.