

Job Title:	Registrar
Job Code:	REG2019
Reports To:	Dean, Enrollment Management
Division/Department:	Academic Affairs/Office of Student Records
Classification:	Full-time, exempt 12 month position, benefits eligible
Posted:	5/30/2019
Closes:	Open Until Filled

POSITION OVERVIEW:

Oversee the daily and administrative operations relating to the processing and maintenance of academic records, enrollment processes, and student information system.

DUTIES AND RESPONSIBILITIES:

Oversees the establishment and maintenance of academic student records; develops and implements unit strategic planning; develops and implements unit policies and procedures.

Oversee registration, classroom assignments, and class scheduling; hears and decides on student appeals related to registration, late fees, and academic records.

Develops and monitors budgets.

Oversees the hiring, training, and professional development of staff; oversees the scheduling of work assignments and tasks; monitors and evaluates performance.

Coordinates the progress of system development projects.

Prepares and presents reports relating to enrollment trends, course availability, and classroom utilization; evaluates unit performance and recommends any necessary changes.

Serves on the College policy and procedures committee, and various other committees.

Evaluates new technology for improving unit performance.

Serves as the FERPA compliance officer for the College.

Develops and implements training for departmental and administrative users of the student information system.

DIRECTION GIVEN:

Direct supervision and total responsibility for operations of the department with all management personnel reporting to this position for operational coordination.

QUALIFICATIONS:

Requires a Master's degree and five years' experience in higher education administration (Preferred experience in the Enrollment Management areas of Admissions, Records, and/or Financial Aid), or an equivalent combination of related education and experience.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of enterprise computing systems and micro-computer systems.

Knowledge of student information systems (PowerCampus experience preferred).

Knowledge of academic record keeping policies and procedures.

Strong written and oral communication skills and supervisory skills.

WORKING CONDITIONS/PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, or feel, and talk and hear. The employee frequently is required to walk. The employee is occasionally required to stand, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific Vision abilities required this job include close vision.

HOW TO APPLY:

To apply to this position, interested candidates must submit to jobs@loc.edu: (1) cover letter, indicating interest in this position, and (2) resume. Please place the job code **(REG2019)** in the subject line of the e-mail.