

Registrar

Department: Student Services

FLSA Status: Exempt

Grade/Level:

Work Schedule: Occasional nights or weekends for special events

Job Status: Full Time

Reports To: Dean of Enrollment Management and Educational Support Services

Amount of Travel Required: Participation at state meetings required

Positions Supervised: None

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Responsible for the day-to-day management of student academic records, course registration, recording of grades, and administrative tasks related to academic policies and degree requirements, including implementation and maintenance procedures for the storage and archiving of student records, credentials, and other important documents.
- Responsible for the performance of a variety of technical and time-sensitive tasks associated with the maintenance, updating, and troubleshooting of portions of the College student information system and other systems using student data.
- Interpret and apply state and federal regulations and develop, implement, and maintain effective policies and procedures related to student registration and records. Advise faculty, staff, and students on academic and registration policies and procedures and serve on the Academic Standards and Curriculum Committee.
- Perform all functions in accordance with accreditation standards and state and federal privacy regulations, particularly the Family Educational Rights and Privacy Act (FERPA), and stay informed of current state and federal regulations regarding student records.
- Work collaboratively with administrators within student services, academic affairs, athletics, institutional research, and information technology departments, as well as faculty and students, to meet the strategic goals of the campus.
- Participate in the exploration of new procedures and technologies in order to improve student services and provide benefits to the College.
- Coordinate the preparation and release of official transcripts for current students and alumni.
- Conduct evaluation of transcripts from other institutions and entities to determine transfer credit, ensuring that transfer student transcripts are evaluated in a timely manner for credit towards MCC academic programs.
- Evaluate students' progress toward degree or program completion; process and certify the awarding of degrees and honors.

- Participate in the graduation process to include assistance with the planning and implementation of the commencement ceremony, and ordering of student regalia and diplomas.
- Process a variety of enrollment certification and verification reports/forms, athletic and other eligibility reports, and grade reports to include applicable State and Federal reporting requirements.
- Monitor and process application requirements and forms for international student admission, following all ICE and SEVP guidelines. Assist with the processing of other applications for admission, including degree-seeking, non-degree, and dual enrollment students.
- Assist veteran students and dependents of veterans in completing their processes to receive Veteran's benefits.
- Other duties as assigned by the Dean of Enrollment Management Educational Support Services, the Vice President of Academic Affairs, and the College President.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making

process; Makes timely decisions.

- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- **Inclusion** - Provides an environment that is inclusive of all students and supports underrepresented students.
- **Assessment** - Assesses annual performance and works closely with the institutional research and enrollment management team.

SKILLS & ABILITIES

Education: Bachelor's Degree required.

Experience: Three to five years experience in field related to college registration or college admissions, or an appropriate/equivalent combination of related professional experience to be successful in the position.

Computer Skills

Advanced technical computer skills including Microsoft Word, Excel, Access, and Outlook. Experience in data processing, data management, and desktop publishing required. Ellucian Banner or other student information system or integrated data system experience strongly preferred. Experience using office machines (copier, fax, multi-line phone, etc.) required.

Other Requirements

Strong organization skills, excellent attention to detail. Excellent interpersonal skills and telephone, verbal, and written communication skills. Ability to be firm but tactful and a team player. Must be able to multi-task in a busy environment, with the ability to prioritize and work well under pressure. Ability to solve problems or seek resolution to problems independently. Ability to maintain confidentiality and security of records and information.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.