

ASSOCIATE REGISTRAR

DESCRIPTION

Under general direction of Registrar or other designated supervisor, organize and supervise daily operations concerned with registration, management of undergraduate and/or graduate student academic records, records system processing and retention, and related areas.

EDUCATION

Bachelor's degree required, Master's degree preferred.

EXPERIENCE

Three years of experience in student information operations or related area required.

DESIREABLE QUALIFICATIONS:

Master's degree in College Student Personnel, Student Affairs in Higher Education, or Educational Leadership.

Experience with CAMS Enterprise or Unit4 Student Management.

Training in FERPA.

Effective interpersonal and communication skills.

Supervisory experience.

REPORTS TO

Registrar

RESPONSIBILITIES include but are not limited to:

1. Develop and maintain student academic records and files, academic data and courses, and information systems as assigned.
2. Supervise work study workers.
3. Process grade reports, transcripts, transfer credit analysis, and related reports.
4. Test changes in student information system; write documentation, reports, queries, and registration controls; effect curriculum changes; and review and correct data as needed.
5. Advise students concerning academic, registration, and/or records problems; work with faculty and staff to resolve issues; verify student enrollments as requested.
6. Assist in the development and implementation of registration and related policies and procedures, such as classroom assignments, late registrations, study abroad program records and registrations, and enrollment statistics.
7. Serve as primary contact for Parchment transcribing services and the Clearinghouse for degree verification and student enrollment reporting.
8. Serve as liaison to Financial Aid and Bursar's Office; develop and maintain contacts with other campus offices to obtain student data and transfer information.
9. Work with faculty, students, and staff to ensure compliance with FERPA and college/university policies, regulations, and procedures.
10. Perform audits of student records and determine status for the award of degrees and certifications.

11. Assist with special projects and coordination of events, such as organizing commencement, communicating with graduating students, and other arrangements as assigned.
12. Assist with budget development and monitoring of expenses.
13. Participate in institutional professional development and trainings
14. Contributes to the overall success of the Office of the Registrar by performing all other duties and responsibilities as assigned.

WORKING CONDITIONS AND PHYSICAL EFFORT

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of Methodist College.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.