

Registrar

Division	Instruction & Student Services	Department	Student/Enrollment Services	
Classification		Revised	n/a	
Supervisor	Dean of Student Services	Position #		Job Class

Statement of Primary Purpose

The primary purpose of this position is to coordinate the registering of all students, maintain student academic records, submit state & federal reports for proper funding and to assist with commencement and graduate application checks.

Classification

Program Administrator

Essential Functions and Responsibilities

Grades, Transcripts, FTE reporting, Data Card reporting, Registration, Microfilming Records, Maintain position budget and supplies, Student data reports NSLC reports, Final Commencements checks, Solomon reports. Effective July 1, 2003 DSO for International students, Transcript evaluations, Veterans and Residency

Additional Duties and Responsibilities

Committee & Team participation as assigned, and assist with reaccreditation process. Observe Rights of Privacy. Maintain adequate supplies of forms & graduation materials. Serve as liaison with government agencies (FBI, SBI, Police & Sheriff deputies). Interact with students, the public, the community, and co-workers in a cooperative, courteous, and professional manner. Comply with the college's policies and procedures as outlined in the Policies and Procedures Manual. Participate in preparation of annual unit planning goals, process improvement priorities and new initiatives for the annual Continuous Improvement Plan. Provide direction, leadership, and guidance to assigned employees. Analyze and solve work problems or assist employees in solving problems. Train and assist in orientation of new employees. Recommend personnel actions such as promotion, demotion, reprimands and other disciplinary measures. Possess general knowledge of all work responsibilities involved in assigned area.

Minimum Qualifications

Education	Bachelors minimum Masters preferred.
Knowledge and Skills	Mathematical/Statistical knowledge with ability to make practical application. Computer knowledge and skills.
Physical Demands	None beyond lifting boxes of forms and paper.
Licensing Requirement	None

Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

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Travel required for training; evening work required during registration periods.

Equipment Operation

PC, Document Scanner, Microfilm Reader

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.