



Job Classification Description

**REGISTRAR/LSC
VSC UP - SUP BARGAINING UNIT**

**Grade 15
EXEMPT**

BASIC FUNCTION

To direct and manage student registration, academic records systems, and class scheduling.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, monitor, and evaluate all of the specific functions and services of the Registrar's Office, including operating policies, procedures, processes, and systems. Develop and modify policies and systems in accordance with institutional needs and objectives, as well as external regulations.
- Exercise full supervisory authority, directly and indirectly, over three to five staff members. Plan and conduct training programs and staff meetings. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems, and the like.
- Plan, request and administer the department operating budget.
- Carry out a variety of key planning tasks, typically involving planning pre-registration and registration processes, creation of the master schedule, catalog preparation, computerizing student records systems and modifying/enhancing automated systems, preparing enrollment projections, developing or modifying academic policies related to assigned areas of responsibility, analysis of classroom facility needs, and so forth.
- Explain, interpret and enforce a wide range of academic policies and regulations related to student registration and records.
- Monitor all records collection, maintenance and distribution systems on a continuing basis; modify systems as appropriate to correct problems or improve system security and/or efficiency.
- Supervise/carry out the scheduling of classrooms, preparation of final exam schedule, and related tasks.
- Supervise/carry out transcript evaluations.
- Supervise/conduct degree audits and verify degree candidates.
- Certify enrollments for financial aid purposes, intercollegiate athletics and veteran affairs.
- Coordinate and direct the preparation and issuing of transcripts, grade reports, class rosters, directories, class schedules, exam schedules, the college catalog, and so forth.
- Compile a variety of statistical information and prepare reports for outside organizations and government agencies.
- Prepare a wide variety of internal administrative/management reports on current student enrollment and profiles, enrollment projections, historical trend information, and the like.
- Confer regularly with the Academic Dean and other College personnel to plan, coordinate and evaluate policies/systems/activities, exchange information, interpret policies,

investigate and resolve problems, and the like. Serve on various College committees. Confer with individual students to resolve special problems, such as withdrawals, late drop/adds, and so forth.

- Serve as liaison with accrediting officials, professional organizations, and others outside the College on matters related to student records.
- Keep abreast of current developments in higher education relevant to assigned functions.

SUPERVISION RECEIVED

General direction is received from the Dean of Academic and Student Affairs.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of three to five staff members.

MINIMUM QUALIFICATIONS

Bachelors degree, with graduate degree desirable, plus four to six years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Sound understanding of organizational and governance structures, and general academic policies and regulations in higher education institutions.
- Broad base of general technical knowledge and skills related to managing complex records systems, including computerized information systems. Directly related experience in student records and registration desirable.
- Excellent planning, organizational, and administrative skills; good supervisory and budget management skills.
- Ability to deal effectively with College faculty, students, administrators, and staff, as well as various outside organizations and agencies, in enforcing key College academic policies.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.