

REGISTRAR - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for planning, directing and monitoring all aspects of student registration and recordkeeping for all students at the Community College on a yearly basis. Responsibilities involve ensuring that registration policies and procedures are properly designed and implemented to best serve the needs of students, faculty and administrators, and to ensure that methods are accurate, efficient and preserve the integrity of information. This position exercises frequent independent judgement and requires strong communication and management skills. Supervision is exercised over professionals and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Organizes and supervises all procedures related to registration and continually reviews procedures to promote changes to improve the registration process;

Directs the activities of the Registrar's Office including the hiring and training of new staff members, and assigning personnel to assigned areas;

Works closely with the Information Systems division of the College to plan and implement system enhancements for computerized registration and record maintenance; ensures that the telephone registration system is working efficiently and accurately;

Administers policies concerning all student personnel records to ensure the accuracy and security of same, and directs on-going plans for records retention, a and disposition including microfilm and optical disc storage;

Chairs the Registration Council which is comprised of middle managers throughout the college working to recommend policy and procedural changes related to registration and enrollment management; communicates procedural changes to the College community as needed;

Certifies official college documents and serves as the College's Certification Officer for the Tuition Assistance Program;

Develops and administers the annual budget for the Registrar Office, and prepares the annual report detailing registration activities; prepares other official reports as requested;

Determines exceptions to the College's refund policy by meeting with students as necessary and consulting with faculty and other college administrators;

Sets short and long-term goals and objectives for the Registrar's Office by prioritizing workflow in an effort to automate all office processes and procedures;

Evaluates transfer records and works with department chairmen in resolving student transfer problems;

EXAMPLES OF WORK: (Cont'd)

Maintains contact with professional personnel in other institutions as well as business firms in connection with transfer in and out as well as job placement;

Ensures that information requested from students, other educational institutions, employers, etc., is released to officially authorized sources only;

Represents the Department in meetings and in contacts with students, employers, other departments and the general public;

Directs, trains and evaluates the work of assigned staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of educational philosophy and administration; thorough knowledge of rules and regulations governing student information as established by accrediting agencies; thorough knowledge of computer operations and system designs as related to the registration process; strong analytical skills; ability to deal with a variety of professional and non-professional personnel, as well as a diverse student population; ability to communicate effectively, both orally and in writing; integrity; maturity; sound judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and seven years of managerial experience in a Registrar's Office or related educational environment; or (b) Master's Degree* and five years of experience as described in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post secondary degree-granting institution.