Job Title: Registrar

JOB SUMMARY

The Registrar is responsible for planning, organizing and directing the overall administration of the Registrar’s Office.

MAJOR DUTIES

- Establishes procedures in accordance with the Family Educational Rights and Privacy Act of 1974 and all other federal regulations regarding student records;
- Maintains student records and monitors access for compliance with federal and state laws;
- Provides assistance in recruiting potential students;
- Counsels students regarding transfers of credit and advanced standing;
- Maintains supply of materials for testing, applications for graduation/completion, drop/add forms, change of grade forms, grade mailers and transcripts;
- Supervises processing of forms;
- Administrates or oversees the state approved assessment instrument(s) and other tests as determined by administration;
- Responsible for development of advisement/registration process with instructional services;
- Collects and processes class grades from part-time instructional staff;
- Verifies completion of graduation requirements of diploma and certificate programs;
- Plans and implements graduation exercises;
- Serves as MIS Data Contact for the technical college;
- Provides student information system training to college personnel;
- Assists with the design and execution of special events, projects and activities as requested;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of student information system operations
Knowledge of relevant college, state and federal policies
Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

A Bachelor’s degree in a related field *and* Three (3) years of experience in student affairs

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.