Job Title: Registrar, Assistant

Job Code: 10040

JOB SUMMARY

The Assistant Registrar is responsible for handling registration and students records and maintaining the integrity of students’ personal information and academic records.

MAJOR DUTIES

- Assists the Registrar with administering academic policies;
- Maintains the accuracy and security of all student academic records;
- Communicates with students approaching graduation;
- Schedules classes for new and transfer students;
- Serves on committees as appointed and attends conferences related to the profession;
- Maintains web pages, many of which contain the technical college’s general catalogue;
- Collects class grades from instructional staff and issues quarterly student grade reports;
- Works closely with others to solve problems or answer questions about the student information system and student records;
- Creates and maintains degree audits by working with department chairs and individual faculty to determine degree requirements; Prepares statistics related to degrees awarded;
- Creates concise, clear reports related to student issues;
- Provides student information system training to personnel;
- Creates and modifies administrative and staff student information accounts;
- Assists in the day-to-day management of the Registrar’s Office activities (supervising staff, records maintenance).

COMPETENCIES

- 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
- Ability to pay close attention to details, coordination and prioritization
- Ability to maintain confidentiality
- Knowledge of laws related to students entering into college establishments
- Knowledge of state residency policies for students entering educational establishments
MINIMUM QUALIFICATIONS

Associate degree in Business Administrative Technology *and* One (1) year of related work experience

OR

High School Diploma and Two (2) years of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.