Position Title: **REGISTRAR AND DIRECTOR OF ACADEMIC RECORDS**

Department: Enrollment Services

Reports To: Associate Vice President for Enrollment Services

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The registrar and director of academic records is responsible for maintaining student academic records and providing academic related services such as class scheduling, registration and examination scheduling. The registrar and director of academic records is responsible for creating an environment of consistency and accuracy in the application of academic policies and procedures. The registrar and director of academic records ensures all department operations comply with academic policies, federal regulations, and accreditation requirements.

Key Responsibilities:

1. To maintain complete, accurate student academic records

2. To ensure the security of student records in both hard copy and electronic formats

3. To hire, with the approval of the associate vice president for enrollment services, train and supervise all staff members for the office of the registrar

4. To prepare and submit an annual budget for the office of the registrar

5. To prepare and submit to the associate vice president for enrollment services and the vice president for academic affairs, semi-annual and annual effectiveness reports

6. To set annual departmental goals that will contribute to the attainment of college goals and strategic objectives

7. To ensure timely and accurate processing of student withdrawals, leaves of absence, academic dismissals, and all student academic petitions

8. To ensure that all candidates for graduation have met graduation requirements

9. To plan and conduct registration

10. To plan and develop quarterly class offerings and exam schedules

11. To ensure that classrooms and laboratory space are utilized efficiently

12. To provide scheduling advice and assistance to students

13. To provide various student services, i.e., transcript, enrollment and credential verification, national and state board application assistance, etc.

14. To perform degree audits

15. To process NBCE applications

16. To plan, compile, in coordination with the deans of the college, and distribute academic calendars, quarter offerings and schedules and examination schedules

17. To maintain the enrollment projections chart and report enrollment data to federal, state and accrediting agencies

18. To prepare required reports to the National Student Clearinghouse (NSC) and other bodies as required by federal government legislation

19. To serve as a member of the Academic Affairs, Admission and Curriculum Review Committees in alternating terms with the associate registrar

20. To serve as a secondary Designated School Official (DSO) for international student reporting through SEVIS

21. To serve as a notary for the college

22. To serve as custodian of the official college seal

23. To participate in the annual Lyceum program and graduation exercises

24. To participate in professional development opportunities as needed and permitted by budget

Miscellaneous

1. To assume such other duties as may be assigned by the associate vice president for enrollment services

2. To lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel

3. To demonstrate commitment to the mission of Sherman College in any way correlated to the position

Basic Knowledge and Skills:

Bachelor's degree required

3 - 5 years' experience in higher education records setting

Knowledge of FERPA

Excellent customer service, interpersonal and communication skills

Supervisory and organizational skills

Excellent mathematical skills

Ability to apply policies and solve problems effectively

Ability to maintain appropriate confidentiality of the department and college

Computer: Microsoft Office Suite and data entry skills

Preferred Knowledge and Skills:

Master's degree

Computer skills: Anthology SIS system

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental stresses: Fast-paced office environment with numerous and simultaneous demands and deadlines; difficult people/student demands

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

_____ _____

Signature: Date: