

REGISTRAR

DEFINITION

Under general administrative direction of the Vice President of Student Services, the Registrar plans, organizes and directs the activities and operations of the Columbia College Admissions and Records office; assures that all aspects, services and functions of the admissions and records components are carried out in accordance with federal, state, district/college laws and policies and procedures including responsibility for the maintenance, accuracy and confidentiality of student records; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice President of Student Services.

Provides direct supervision to admissions staff as well as other administrative support staff and work-study students, as assigned.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Plan, direct, manage and oversee the activities and operations of the Columbia College Admissions and Records office; ensure compliance with federal and state legislation, State education code and District Board policy;
- Implement criteria, supervision and evaluation of all full and part-time classified staff;
- Plan, organize and supervise registration processes; set operational hours; meet periodically with staff to review organizational issues, changes to operational policies, state law as well as individual performance and assignment progress;
- Establish and implement a process for systematic program review and the utilization of results and recommendations to strengthen related programs;
- Receive and process all academic requirement review petitions;
- Confer with instructional staff on prerequisites, grading policy and clarity of information in student records; adjust information, as necessary;
- Supervise the maintenance and storage of official college records and component reports required by federal, state and local programs, assuring accuracy and confidentiality of student records;
- Foster and maintain high standards of service by providing opportunities for professional growth and development of staff in areas supervised;
- Assist in the budget planning and development, expenditure monitoring, and quarterly and year-end reports;
- Serve as ex-officio member of Curriculum Committee;
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- *Work is generally* performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Practices and procedures necessary to administer an effective college Admission and Records office.
- Applicable state, federal and District laws, regulations and policies relating to college admissions and records.
- District organization and functions including student services, financial aid, curriculum and applicable administrative guidelines.
- Educational programs and organizations; records management techniques
- Computers, data analysis and processing, and word processing programs
- Public and human relations skills.

Ability to:

- Communicate effectively with diverse constituencies, within and outside the district.
- Demonstrate strong interpersonal communication skills.
- Exercise sound judgment in the performance of duties.
- Manage diverse groups of staff.
- Motivate staff to achieve common goals and objectives; effectively making change, when necessary.
- Continually improve the efficiency of admission office practice and procedures.
- Demonstrate strong decision making and organizational skills.
- Demonstrate excellent writing, speaking and verbal skills.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

EDUCATION AND EXPERIENCE:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- **Education:** Bachelor's degree in education administration, social work, social services, business administration or a related field. Qualifying experience may be substituted on a year for year basis.
- **Experience:** Two to four years of increasingly responsible administrative experience in a community college setting administering/monitoring admissions with one year of lead or supervisory experience preferred.

Class Adopted: 10/12/15

Class Amended: