

# ROBERTS WESLEYAN COLLEGE

## Job Description

### Job Title

Registrar

### Department

Registration

### Reports To

Chief Academic Officer

### Revised

July 2024

### Status

Exempt

### Job Objective:

The Registrar is the chief academic administrator responsible for planning, managing, supervising, reporting, and advising on all activities related to academic records, conferral of degrees, course registration, classroom schedules, and related areas. As key team member in the operation of the College, the Registrar plays a leadership role in the development of policy and planning pertaining to academic records creation, retention, management, and reporting. Additional functions include representing academic records on standing faculty committees; tracking and analyzing enrollment patterns for the College; advising on course planning and long-term scheduling; monitoring effectiveness of current data structures, reports, and procedures.

### Job Responsibilities:

1. Establishes Registration Office program mission, goals and objectives; prepares an annual budget; manages available resources (e.g., money, space, staff, supplies) designated for program operation.
2. Oversees all functions of the Registration Office, including, but not limited to, schedule building, grade recording, record keeping, data integrity, verification of enrollment, adviser assignments, student/program tracking, reporting to outside agencies, and evaluation of transfer credits.
3. Provides leadership for improving and extending computer based support for registration and advising functions. Maintains data functions as they relate to the academic calendar and SIS systems.
4. Oversees University reporting: collects data necessary for institutional planning; Provides statistical data on academic programs as needed to College officers, division chairs, and external agencies; prepares and stores data for College, State and Federal Reports and is also responsible for submitting these reports. This includes IPEDS, Student Loan Clearing House Reports, in-house reports requested by the Provost, President, and VP for Administration for Finance and other areas, as well as surveys/questionnaires submitted by various agencies.

5. Oversees GPS student/program information. Verify GPS students have met all degree requirements in order to graduate. This includes liberal arts, credit hours, gpa and documentation.
6. Process all GPS transfer credit evaluations. This process includes working across all departments for equivalency accuracy and updating transfer policy in SIS.
7. Authorizes students for graduation in all academic programs. Works with the graduate and non-traditional programs to get students registered, certified, and graduated. Communicates with prospective graduates regarding what is required for graduation, i.e., results of graduation audit.
8. Chairs the Academic Guidance & Support Committee
9. Serves on the Academic Integrity Committee
10. Coordinate NCAA Compliance duties including:
  - Compliance with NCAA rules
  - Efforts to become educated about applicable NCAA rules as needed including participation in educational programs by the Compliance Administrator, attending the NCAA Regional Rules Conferences, etc.
  - Self-reporting any NCAA rules violations as soon as they are discovered.
  - Understanding that any violation of NCAA rules is prohibited and may result in disciplinary action up to and including termination of employment.
11. Serves as liaison to committees working on special projects (Title III, Space utilization, Campus Administrative Computing System, Admissions Task Force, etc.
12. Assists the CAO on special projects and performs other duties as assigned.

**The approved salary for this position is \$62,000.00 - \$64,000.00/annually**

**Preparation and Training**

Requires a Master's Degree and 5 years work experience in higher education. Three years of experience working in Registration Office preferred. Knowledge of FERPA guidelines and a thorough knowledge of federal and state laws regarding student records. The successful candidate must have excellent leadership, interpersonal, and organization skills, and knowledge of current technology as applied to registration processes and maintenance of student academic records.

**Consequence of Error**

Errors can cause damage to accuracy of student transcripts leading to middle states investigations. Errors can also lead to inaccurate government reporting and the tracking for the college. Poor communication may lead to revenue confusion and/or poor decisions.

**Level of Supervision**

Broad direction allowing for independent decision making.

**Directs Work of Others and/or #****of Employees Supervised**

Supervises Office staff.

**Experience**

Familiarity with the functions of a college Registration Office. Excellent computer skills, including the ability to learn multiple software programs. Successful individual will have good communication skills and demonstrated success in managing multiple tasks in a busy work environment.

**Confidential Data**

Extremely important to keep information confidential and provide confidential information to others only as per guidelines.

**Mental/Visual Demand and Physical Effort**

Negligible physical effort. Must be accurate, meet deadlines, and maintain confidentiality where appropriate.

**Environment**

Busy office environment with multiple interruptions throughout the day.