



JOB DESCRIPTION

Job Title:	Registrar
Office:	Office of the Registrar
Reports to:	Vice President & Chief Operations Officer
FLSA Classification:	Exempt (Full-time)
Supervises:	No
Created / Updated:	October 2023

POSITION OVERVIEW

The Registrar is responsible for the administration, maintenance, and integrity of the College's student records, course information, and procedural systems including registration, assessment of fees, grading, degree audits, transcripts, and diplomas. The Registrar will conduct graduation audits and work with Advisors and Academic Affairs to schedule courses that enable students to graduate in a timely fashion and will maintain student records in compliance with all applicable laws and regulations. The Registrar works closely with Admissions to ensure all required documentation is submitted by prospective and newly admitted students.

The Registrar acts as a central communication resource for academic and policy information related to student records management. The Registrar is responsible for the maintenance and integrity of the academic record. The Registrar is also the primary liaison with College of the Desert (COD) enrollment services and advising and ensures our students are properly registered through COD as well. The Registrar keeps abreast of College policies and procedures, and rules and regulations to assist students in meeting academic requirements.

This position requires a unique combination of strong leadership, technical, and interpersonal skills. The Registrar must create and maintain collaborative working relationships with institutional leadership, faculty, and staff and support college programs and policies as established by federal, state, administrative, and academic entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Manage the retention, retrieval, security, integrity and privacy of all permanent academic records for all current and former CINC students in accordance with College policies, the guidelines of the American Association of Collegiate Registrar and Admissions Officers, the requirements of accrediting agencies, federal and state laws, and FERPA compliance
- Enforce compliance with Undergraduate Catalog requirements as they pertain to the Registrar's Office, including the Standard of Academic Progress
- Provide technical leadership for the college's System of Record, Populi; participate in the evaluation of a variety of 3rd party software packages that connect to and/or integrate with Populi

- Oversee all operations in the transfer credit process and prior learning credit process (evaluation of transcripts, posting of credit, processing and building of transfer credit rules in Populi)
- Develop, evaluate, interpret, and enforce departmental, CINC policies, procedures, and strategies relative to the college's academic mission; make changes to improve efficiency
- Enforce the provision of the Family Education Rights and Privacy Act (FERPA) and act as the college's Chief Compliance Officer for FERPA
- Oversee the development of the annual course catalog and ensure its approval prior to July 31 of each year
- Sit as a member of the Strategic Enrollment Management Team, which includes Admission, Academics, and Advising
- Serve as a liaison between academic administration, faculty, and students regarding registration issues, canceled courses, and attendance
- Perform duties as part of the workflow for course and program approvals
- Responsible for beginning of term processing in Populi (building of terms and sessions, term activating students, and assigning student appointments)
- Responsible for end of term processing in Populi (repeat/replace processing, academic action processes, and communication with students related to academic actions)
- Verify completion of program requirements and issue signed diplomas/certificates
- Responsible for enrollment and degree reporting to the National Student Clearinghouse
- Issue official and unofficial transcripts in accordance with College policies
- Coordinate with Institutional Effectiveness to ensure accurate reporting to IPEDS, ACCJC, BIE, AIHEC, AIMS/AKIS; confirm ISC
- Assist the Director of Financial Aid with reporting, when applicable
- Maintain graduation data, including official lists of graduates for each year
- Provide auxiliary support and assistance to individuals preparing federal and state mandated reports
- Respond appropriately and in a timely fashion to complaints, questions, and concerns; responding to internal/external potential or current student needs in a friendly, timely, and efficient manner
- Audit enrollment patterns and provide input to the Chief Academic Officer as to class schedule development
- Serve on various college committees and advisory groups
- Communicate academic policies to students clearly and equitably
- Support student needs in the summer and during breaks throughout the calendar year
- Coordinate enrollment and course scheduling with the College of the Desert, if applicable
- Assist in developing the Division from the ground up in collaboration with multiple parties, interests, and partner institutions
- Lead or participate in College-wide initiatives and/or committees
- Submit regular reports (weekly, monthly, quarterly, annually)
- Represent the College and College interests before government agencies, other institutions, local tribal, and non-tribal communities
- Maintain a positive, upbeat manner; promote and exemplify College values and represent departmental objectives and interests to staff, students, faculty, and potential students
- Work evenings and weekends as necessary
- Other duties as assigned

MINIMUM QUALIFICATIONS

Long-term employment is contingent upon successful completion of the hiring process.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree required
- Familiarity with college organizational structure, curriculum, degree requirements, and grading system
- Three years of experience in a community or tribal college setting, or a combination of education and experience commensurate with the requirements of this position

Required Technical / Other Skills and Abilities

- Excellent interpersonal, written, presentation, and oral communication skills, delivered in a manner appropriate to the audience
- Excellent technical, analytical, and problem-solving skills
- Ability to establish priorities, organize, schedule, and complete tasks independently, including in a remote working environment
- Ability to deal effectively with college faculty, students, administrators, and staff, as well as various outside organizations and agencies in enforcing key college academic policies
- Knowledge of Microsoft Office/Teams and Student Information Systems
- An entrepreneurial approach in supporting the growth of the College
- Experience in working with higher education-high school dual enrollment/dual degree programs
- Strong interest in being an advocate for both faculty and students through direct and indirect interaction, i.e., procedural and systems development
- Sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of tribal and community colleges
- Understanding of the ability and disability of students

PREFERRED QUALIFICATIONS

- Graduate degree
- Five years of experience in a community or tribal college setting in an Enrollment Management position
- Knowledge of Populi
- Experience with tribal education
- Experience working with college administration

Qualified Native American applications strongly encouraged to apply

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position*".

CONFIDENTIAL INFORMATION

This position has access to confidential information – such as student records.

TRAVEL

This position may require limited travel.

REMOTE WORK ENVIRONMENT

This position may qualify for remote work.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File