

COLLEGE REGISTRAR

KIND OF WORK

Professional supervisory student records management and/or admissions work in a community college.

NATURE AND PURPOSE

An employee in this class is responsible for either the direction of the student records management and admissions program of a small-medium sized community college, or the direction of a student records management program at a large community college. Responsibility extends to coordinating office functions with other administrative and academic offices on campus. Work is performed with considerable independence and is reviewed by the College President or Dean of Students in terms of results achieved and standards of performance.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Processes incoming admissions forms, requests additional information and writes letters of acceptance to prospective students.

Establishes and maintains student records systems relative to class schedules, grade reports, fee statements, transcripts, etc.

Assists in the development of registration procedures and in the registration of students.

Acts as liaison with the computer center and ensures the accuracy of all admissions, registration and records data submitted for computerization.

Evaluates and records the academic credits of transfer students.

Compiles student records and statistics, and within authorized guidelines, release such information to the news media, prospective employers, etc.

Coordinates office work with faculty members, student counselors and the Dean of Students.

Supervises clerical assistants.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of the principles and procedures of student records management.

Considerable knowledge of typical college academic programs and curriculum.

Some knowledge of college admissions practices and procedures.

Some knowledge of standard statistical techniques and college testing and ability measurement devices.

Some knowledge of computer capabilities and data processing application practices.

Ability to:

Establish and maintain effective working relationships with faculty and college administrators.

Ability to supervise the work of others.

Interpret and apply governmental regulations in the preparation and issuance of official forms required by transfers institutions, prospective employers and governmental agencies.

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Rev.: 12/98
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T.C.: 12/4/73, 6/24/96
Former Title(s): Junior
College Registrar, Community
College Registrar