

COLLEGE REGISTRAR, SENIOR

KIND OF WORK

Senior professional supervisory admissions and records management work in a large community college.

NATURE AND PURPOSE

An employee in this class is responsible for developing and maintaining a complete admission and student records system for a large community college. The employee is responsible for recommending and assisting in the development of policies and procedures for the records office, assuring effective coordination with the other divisions of the college. The employee assumes responsibility for the continuing daily supervision of all policies and procedures for the records office, assuring effective coordination with the other divisions of the college. The employee assumes responsibility for the continuing daily supervision of all policies and procedures pertaining to enrollment procedures, academic recording and certification, as well as records management. In addition to supervising all administrative functions of the office, such as admissions, transcript evaluations, grade reports, class lists, government reporting programs, etc., this employee conducts, personally or through subordinate staff, assigned college research projects and statistical analyses with the data processing center. Responsibility extends to coordinating such studies with other research projects carried on by other divisions in the college. Work is performed under the supervision of the Dean of Students or the College President.

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

Maintains the admission and records management system of a large community college.

Supervises the processing of admission applications, student records, class lists, grade reports, fee statements, etc.

Develops and implements student records and admissions policies and programs.

Evaluates the transcripts of incoming transfer students.

Supervises and evaluates the work of clerical employees engaged in processing admission and permanent records transactions and forms.

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

Administers the Social Security, Veteran's Administration, Vocational Rehabilitation, Selective Service, and other government programs.

Administers established registration procedures.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and practices of admission procedures and school records management.

Thorough knowledge of the inter-relationship of the admission and records functions with other college programs and divisions.

Considerable knowledge of standard statistical techniques and research reporting techniques.

Considerable knowledge of computer capabilities and data processing application principles and practices.

Ability to:

Direct the analysis and computation of large amounts of data, and to effectively report, summarize, and interpret findings.

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

Organize and supervise the work of clerical and other office support staff, and to establish effective procedures and schedules so that work deadlines are met.

Est.: 2/75  
Ckd.: 8/92

T.C.: 6/24/96  
Former Title(s): Community  
College Registrar Senior