



Job Description

Job Title:	Assistant Registrar	Grade:	K
Department:	Admissions, Registration and Records	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Serves as Assistant Registrar for the Central Campus. With the reorganization of Admissions, registration and Records, this position is needed to assist with duties pertaining to Admissions, Registrations and Records.

Characteristic Duties and Responsibilities:

1. Serves as lead contact for the College regarding Multiple Measures including determination of credit and staffing training.
2. Process Degree Enrollments, Subpoenas and Enrollment Verifications requests, both internal and external, keeping in compliance with FERPA.
3. Process Grade Changes and duplicate record mergers.
4. Assists with Deregistration List review and clean-up. Assists College report cleanup.
5. Provides professional assistance to the Central Campus Registrar.
6. Manages the webpages for the Admissions, Registrations and Records departments.
7. Serves as Institutional Records Manager and ensures compliance with NCCS Record Retention and Disposition Schedule.
8. Assists with monthly submission of the National Clearinghouse Enrollment Report.
9. Oversees Institutional Records Management activities and ensures compliance with NCCS Record Retention and Disposition Schedule.
10. Acts as liaison to the National Student Clearinghouse for Degree Verify and enrollment verification issues.
11. Issues transcripts, grades and SSN changes.
12. Submits and maintains files in storage facility.
13. Verifies enrollment for all students to include loan deferments, insurance forms, and background checks.
14. Assists in locating archived files and/or transcripts through researching the microfiche, microfilm, and various reports.
15. Other duties as assigned.



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Reporting Relationships:

Direction Received: Reports to Associate Dean, Admissions/Registration/Records/Graduation

Direction Given: No supervision or authority for the direction of others

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and one year experience with operations in a registrar or student record office; NCCC experience

Knowledge, Skills, Abilities and Worker Characteristics:

Analytical skills to interpret policies, research and compare alternative solutions
Ability to streamline processes
Knowledge of Immigration & Naturalization Service Regulations
Knowledge of Family Educational & Rights & Privacy Act Regulations
Knowledge of State Residency policies
Ability to interpret complex policies and procedures
Demonstrated ability to maintain confidentiality
Excellent communication skills
Ability to prioritize, coordinate and manage; attention to details
Proficiency in computer and office software applications

Working Conditions:

Typical office environment