



Job Description

Job Title:	Campus Registrar	Job Code:	3112
Department:	Admissions, Registration & Student Records	Grade:	L
Date:	April, 2004	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:

Plans, organizes, and supervises the development and operations of Admissions, Registration and Student Records for an assigned campus.

Characteristics, Duties, and Responsibilities:

1. Supervise all admissions, registration, and student records activities for the assigned campus.
2. Assist with budget planning by monitoring, forecasting, and recommending expenditures.
3. Oversee procedural requirements necessary for compliance with state and federal laws affecting admissions, records, and registration.
4. Assess operations, gather data, and report findings to the Campus Dean and the College's Director of Admissions and Registration.
5. Develop and oversee systems for on-site record maintenance, papers, and electronic files to ensure accuracy, security, and availability.
6. Participate in development of marketing to promote utilization of campus services.
7. Assist with the development and assessment of new systems and procedures that the College has implemented.
8. Provide professional assistance to the Campus Dean and College Director of Admissions, Records, and Registration.
9. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Director of Admissions and Registration.

Direction Given: Responsible for directing and monitoring the work of non-faculty staff, temporary employees, and student workers.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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Minimum Requirements:

Requires broad knowledge of basic theories and principles, concepts and methodology of the general professional field as would normally be acquired through the attainment of a Bachelors Degree in Education or a related field. Two to four years of supervisory experience needed and work within enrollment services environment preferred.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of admissions, registration, and records procedures and systems.

Knowledge of College policies, state and federal laws.

Knowledge of supervision and budget management.

Ability to handle multiple responsibilities, visualize changes and solutions.

Achieve cooperation in the mediation of disputes.

Working Conditions:

Typical office environment.

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