



Job Title: Campus Registrar - Harris Grade: L

**Department:** Admissions and Registration 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 (Harris).

### **Characteristics Duties and Responsibilities:**

- 1. Supervises all admissions, registrations and student records activities for Harris Campus.
- 2. Assists with budget planning by monitoring, forecasting, and recommending expenditures.
- 3. Oversees procedural requirements necessary for compliance with state and federal laws affecting admissions, records and registration.
- 4. Assesses operations, gather data, and report findings to the Campus Dean and the College's Associate Dean for Admission and Registration.
- 5. Develops and oversees systems for on-site record maintenance, papers, and electronic files to ensure accuracy, security, and availability.
- 6. Participates in development of marketing to promote utilization of campus services.
- 7. Assists with the development and assessment of new systems and procedures that the College has implemented.
- 8. Provides professional assistance to the Campus Dean and the College Associate Dean for Admissions and Registrations.

## Reporting Relationships:

**Direction Received:** Reports to the Associate Dean Admissions Registration

**Direction Given:** Direct supervision of assigned staff

#### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution and two years of job related experience





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## Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of student systems operations, FERPA, and Residency compliance laws

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