

## Registrar

The Registrar is responsible for managing the records and registration of the institution. This person provides leadership to plan, organize, and manage all the functions within the registrar's office, including serving as the official authorized keeper of the University's student records.

### Responsibilities and Primary Activities:

- Organize and administer the records, registration and graduation functions, including transcript evaluations, program changes, degree audits, and building the class schedule for all programs each semester while ensuring efficient and effective workflow.
- Supervise all graduation events – from the application process through the dispersing of diplomas after the ceremonies.
- Practice effective problem solving in regards to the resolution of student records and registration issues.
- Participate as part of the academic department and collaborate and serve with other University teams to ensure excellent student service.
- Maintain accurate and official records of all enrolled students, ensuring that all registrar activities are in compliance with University policies and procedures, accreditation standards, and professional member associations.
- Collect, record, maintain, and report student records within FERPA guidelines and any other associated reports or audits (including approving athletic eligibility, reports for Alumni relations, and provide enrollment reports as needed to the Chief Enrollment and Advancement Officer, University board members and other members of the University leadership team).
- Work with institutional research staff to prepare statistical reports on educational activities for government and educational agencies (IPEDS). Analyze data to make informed decisions regarding the development of new policies and procedures.
- Additional registrar services, including advising and registering students, issuing transcripts, answering phones, scanning, reporting grades, and working special events. Document and access student records via Activities in Campus Nexus.
- Supervise and evaluate the registrar staff. Oversee management of the registrar function.
- Other duties as assigned.

### Minimum Qualifications:

- Customer Service – Candidate must excel at delivering outstanding customer service and be willing to go the extra mile for students, faculty, and staff.
- Excellent interpersonal skills are required. Ability to build strong relationships with students.
- Analytical mindset and statistical background required.
- B.S. degree and three to five years previous experience in records supervision.
- Other requirements include: superior communication and organizational skills; ability to work independently and function within a team; ability to manage multiple projects; ability to understand the use of technology within the registration and records process; and experience in working with diverse populations.

### Preferred Qualifications

- Master's degree preferred.
- Experience with Campus Nexus preferred.