

ASSISTANT REGISTRAR

DEFINITION

Coordinates the evening shift operations of a college admissions and records office and assists in developing and implementing policies, rules and operational procedures related to enrollment, registration, grading, graduation, transfers, and other functions of admissions and records services.

TYPICAL DUTIES

Coordinates the evening shift operations of a college admissions and records office.

Assists in developing, revising, and implementing rules and operational procedures for the processing of admissions applications, registration, student records, grading, graduation, and residency requirements.

Selects, trains, and supervises assigned admissions staff.

Interprets complex policies, rules and regulations, and operational procedures to students, faculty, administration, and staff.

Responds to non-routine inquiries and resolves the more complex problems related to enrollment, registration, fee assessment, attendance, residency and graduation requirements, and other related areas.

Assists in the preparation of the annual budget.

Supervises the preparation of assigned reports and rosters in compliance with state and federal regulations.

Develops and coordinates procedures with other student services activities and programs such as matriculation, counseling, EOP&S, academic affairs, business office, and other departments.

Assists in the development and implementation of student computer information systems.

Supervises the maintenance of student records.

Utilizes specialized computer application programs used for application, electronic transcripts, and degree audits.

Attends and participates in program related seminars, conferences, workshops, and other meetings related to admissions and records.

May represent the college to community groups and governmental agencies.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Assistant Registrar** coordinates the evening shift operations of a college admissions and records office and assists in developing and implementing policies, rules, and operational procedures for the processing of student admissions, registration, student academic records, transfers, graduation, and other functions of admissions and records services.

A **Registrar** plans, directs, and administers the operations of a college admissions and records office and develops and implements policies, rules, and operational procedures related to student admissions, registration, student academic records, transfers, graduation, and other functions of admissions and records services.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Senior Admissions and Records Supervisor** supervises the day-to-day clerical and technical operations of a college admissions and records office and resolves the most complex and difficult technical problems of the office.

SUPERVISION

General supervision is received from the Registrar or an academic administrator. Immediate supervision is exercised over assigned personnel in the Admissions and Records Office.

CLASS QUALIFICATIONS

Knowledge of:

- Policies, rules, procedures related to admissions, registration, student records, transfers, graduation, and other functions associated with admissions to a community college
- State and federal regulations related to the processing of student admission, registration and records
- Principles of training and supervision
- Computer information systems for student records and other related applications
- Budget methods and procedures
- Office practices and procedures
- Organization and management of records
- Principles and techniques of research
- Capabilities of computer software, hardware, and systems

Ability to:

- Coordinate assigned admissions and records operations
- Assist in the development, implementation, and evaluation of rules and procedures for an admissions and records services office
- Supervise, train, and evaluate assigned staff
- Interpret and apply District rules and procedures related to admissions and records services to faculty and students
- Assist in budget preparation and administration
- Effectively use computer information systems in the performance of duties
- Analyze situations accurately and adopt an effective course of action
- Prepare effective and comprehensive reports, presentations, and correspondence
- Communicate effectively with individuals from various ethnic and socio-economic backgrounds
- Work independently on complex assignments
- Establish and maintain effective working relationships with faculty, administrators, staff, and students from a diverse cultural and ethnic population
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university **AND** two years of full-time, paid experience in supervising the admissions operations at a college or university.

Special:

A valid California Class "C" driver's license must be obtained within 60 days after appointment.
Access to an automobile.