

REGISTRAR

DEFINITION

Provides administrative direction over admissions and records staff and operations; and develops and implements policies, rules, and operational procedures pertaining to enrollment, registration, grading, graduation and other functions related to admissions and records services.

TYPICAL DUTIES

Plans, organizes, administers, and directs the operations of a college admissions and records office, high school relations, and information center involving enrollment, registration, grading, withdrawals, transfers, residency requirement, graduation, and other matters related to admissions and records services.

Develops and administers operational rules, policies, and procedures mandated by federal, state, District and institutional guidelines for the processing of admission applications, registration of students, confidentiality of student records, grading policies, graduation requirements and related functions.

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

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

Consults with information technology personnel to define information systems requirements and needs and coordinates the implementation and utilization of computer systems of an admissions and records office.

Directs the implementation of new and revised student records computer information systems

Participates in the planning and coordination of student services activities and programs with other departments such as matriculation, counseling, EOP&S, academic affairs, and the business office.

Directs the preparation of statistical, financial, and interim and year-end program service reports including enrollment and attendance data.

Consults with faculty, department chairs, and other college staff on attendance, records, course scheduling, and related matters.

Plans, develops, and manages the annual budget, staffing, and facilities needs for areas of responsibility.

Selects and trains admissions staff.

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

Represents the college to community groups and governmental agencies and serves on local, district, and state committees as directed.

Directs the maintenance of student records.

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

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

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.

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, transfers, and graduation.

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 an academic administrator at the college. General supervision is provided to staff in the Admissions and Records Office.

## CLASS QUALIFICATIONS

### Knowledge of:

- Policies, rules, administrative procedures relating to admissions, registration, student records, transfers, graduation, and other functions associated with admissions to a community college
- State and Federal regulations related to the administration of admissions and records policies
- College curricula and instructional programs
- Computer applications and systems for student records and other related applications
- Principles of budget management
- Organization of post-secondary educational institutions
- Principles of organization and staffing
- Principles of supervision and training
- Organization and management of records
- Research techniques and sources of reference material and information pertaining to admissions
- Capabilities of computer software, hardware and systems

### Ability to:

- Administer, create, and evaluate programs and services for admissions and records
- Plan, organize, and direct the work of the admissions and records staff
- Interpret, articulate and implement policies, rules and procedures, and state and federal regulations
- Establish work standards and goals and evaluate results
- Establish and maintain liaison with community groups, and local, state and federal governmental agencies

Ability to: (Cont.)

- Analyze situations accurately and adopt an effective course of action
- Coordinate the implementation, update and maintenance of student records and other computer information systems
- Develop and manage budget
- Establish and maintain effective working relationships with students, faculty, administrators and other staff
- Provide training in admissions procedures
- Prepare effective and comprehensive reports, presentations, and correspondence
- Communicate effectively with individuals from various ethnic and socio-economic backgrounds
- Be aware of changing student populations, the ethnic and cultural diversity within these populations, and the programs necessary to serve students
- Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university **AND** three 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.