**JOB DESCRIPTION**

**JOB TITLE:** Registrar

**REPORTS TO:** Vice President for Academic Affairs

**CLASSIFICATION:** Administrative I

**STATUS:** Full time, Exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** The Registrar’s primary duty is to perform administrative functions directly related to the collection, maintenance, and dissemination of student academic instruction records for all constituencies of the college.

**DUTIES AND RESPONSIBILITIES:**

* Develops, interprets and delivers effectively structured academic support services such as admissions, registration, processing of grades, maintenance of student and course records, verification of student enrollment, certification of graduation, production of transcripts and diplomas,
* Supervise full-time staff and student employees at both campuses
* Evaluate International students’ academic records and transcripts
* Interprets and implements relevant federal and institutional International student regulations and policies for admission and enrollment
* Participates on multiple faculty and staff committees
* Plans and directs annual graduation exercises
* Maintain storage, security, accuracy and preservation of academic credentials in accordance with college policy, accreditation standard and privacy laws
* Provide administrative support and academic information to the college President, Vice-Presidents, Deans, Academic Committees and Executive Councils
* Assist in the preparation of federal and state academic and enrollment reports
* Assist with updating Connors State College Catalog
* Provide academic data to federal and state agencies and institutional officials from student information system
* Prepare reports, surveys, and studies to support college retention efforts, institutional research and the overall administrative need for information

***The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Thorough knowledge of Oklahoma State Regents for Higher Education Policies and Procedures
* Through knowledge of Connors State College Policies and Procedures
* Proficiency with CSC’s enrollment/registration system (Ellucian Banner), advanced MS Office experience
* Knowledge of college and university catalogs, degree plans and student transfer functions
* Ability to communicate well in writing and orally with multiple offices, departments and agencies
* Must be able to multi-task and meet deadlines
* Must possess excellent people skills, be adaptable to changing work environment, and able to organize and prioritize with short notice
* Must be able to work effectively in high volume, somewhat stressful work environment
* Ability to create and maintain pleasant working environment within fast-paced, student-oriented office
* Demonstrated willingness and ability to act ethically and socially responsible

**EDUCATION/EXPERIENCE REQUIRED:**

* Master’s degree required
* 3-5 years of experience

**SPECIAL REQUIREMENTS:**

* Job may include evening and weekend hours during enrollment periods
* Minimal travel between campuses and to State meetings may be required

***Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.***

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**04.24.19**