

Reports to:	Online Dean
Department:	Academics
Status:	Full time, 12 month, non-exempt
Salary:	To commensurate with experience

Summary

The Registrar provides strategic leadership for the On-Campus, Online, and Graduate Online records, registration, auditing, admission processing, and data reporting functions of the University. The Registrar acts as the authorized keeper of the University's student records in compliance with federal law, state law, and accreditation agencies.

Essential Duties:

- Leadership
 - Provide leadership for the Registrar's Office staff through coaching and empowerment
 - Provide a strategic and future-thinking mindset to improve processes and procedures to benefit the University mission and vision
 - Manage special projects and initiatives within Academics
 - Collaborate with other department leaders to provide consistency and continued policy and procedure improvement
 - Oversee the graduation ceremony planning and participate in graduation functions
 - Provide direct support to the Online Dean, Associate Provost and Provost
- Records
 - Act as the FERPA expert and comply with the confidentiality standards of FERPA
 - Effectively utilize the assigned portals and modules with the CAMS student information system and SuiteCRM
 - Coordinate the annual academic catalog review and publishing process;
 - Responsible for collecting, recording, maintaining, and reporting of student records such as final grades, academic standing, registration data, transcripts, enrollment verification, athletic eligibility, and ICCB or other audits
 - Act as the SEVIS Principal Designated School Official or Designated School Official and issuer of I-20s for international students
 - Maintain the advisor assignments lists
 - Problem solve the research, analysis and resolution of student disputes as they relate to records and registration
 - Chair the Academic Accommodations Committee
- Admission Processing
 - Evaluate transfer credit for new applicants and act as the administrator for the TES transfer evaluation software

- Coordinate the evaluation of credit for all forms of prior learning
- Coordination of the enrollment processes for new students each semester
- Registration
 - Facilitate the development of the annual academic calendar, semester course offering schedule, room assignments, and faculty needs
 - Facilitate the bi-annual registration process for students
 - Act as an advisor for an assigned group of students
- Auditing
 - Oversee the maintenance of the degree audit database
 - Oversee articulation agreements and academic partnerships including dual credit, contractual, and consortia programs
 - Auditing for degree completion and conferring of degrees
- Data Reporting
 - Act as the contact individual and liaison for all university departments related to the reporting of data throughout the student lifecycle
 - Maintain a yearly reporting schedule
 - Maintain the proper usage of CAMS and other data collection programs university-wide
 - Facilitate the collection of data for required state, federal, affiliate and accreditor required reporting
 - Complete program or division specific reporting

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience – Master’s Degree in a relevant field required. A minimum of 4-5 years of experience in a higher education Registrar’s Office is required.
- Leadership Skills - Supervisory experience is preferred. The ability to coordinate projects and processes; think strategically; ability to prioritize competing demands for time and attention; identify opportunities for improvement; and communicate in a positive, constructive, and empowering way are each essential for success in this position.
- Computer Skills – Possess a strong working knowledge of computer applications. Must have the ability to accurately and efficiently perform required computerized tasks, with the ability to learn new technology quickly. Advanced technology skills is preferred.
- Customer Service Skills – Effective written and verbal communication skills required. Frequent interaction with students, parents, and agencies requires positive customer relations and ability to work with diverse populations. A pleasant and helpful demeanor will assist in the favorable development and maintaining of relationships.



- Comprehensive Skills - Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals.
- Decisiveness/Reasoning - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Sound decision making, problem solving, prioritization skills, and prompt follow up are key elements.
- Self-Starting Team Player – Must display the ability to be a team player, yet have the self-drive to work independently, take initiative, and perform with minimal supervision.
- Physical Demands – A minimal amount of travel is required as needed for updates and professional development and various recruiting events. While performing the duties of this job, the employee is regularly required to sit, and use hands to type. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.
- A genuine interest in the ongoing success of Grace Bible College and the support of the mission statement of “Graduating Godly Individuals Prepared to Serve Christ in Church and Society.”

