

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Registrar	Range: 19 (CL)	Management Schedule
Date Revised:	May 11, 2007	Date Approved:	September, 1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the Dean of Admissions and Records, this position is responsible for performing a variety of administrative and supervisory duties related to management of the daily operations of a college Admissions and Records office.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Develops and implements methods and procedures for registration of students throughout the course of the year; coordinates registration processes and activities with student services, information technology, and other personnel as appropriate.
2.	Coordinates Admissions and Records Office operations with programs designed to recruit, enroll and accommodate the needs of students.
3.	Explains and interprets policies and procedures relating to student admissions and records; maintains current knowledge of guidelines, regulations and legislation pertinent to student admissions and records.
4.	Directs the preparation and maintenance of a variety of records and statistical reports related to attendance accounting, admissions, transcripts, graduation, residency, and course repetition; assures the confidentiality of student records in accordance with law.
5.	Ensures the timely and accurate preparation of mandated reports for distribution to campus, District, state and federal offices.
6.	Assists in the preparation of the annual Admissions and Records Office budget; monitors expenditures; prepares fiscal reports as directed.
7.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
8.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
9.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural and ethnic backgrounds of students.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Registrar maintains frequent contact with students and with various college and District personnel.

EDUCATION AND EXPERIENCE

Required Qualifications

Any combination equivalent to a Bachelor's degree in business administration, public administration or related field;

Minimum of two years of supervisory experience in the area of student records and registration services.

Desirable Qualifications

Administrative or supervisory experience in a community college or other higher education environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education codes and Title 5 requirements relating to student admissions and records
Knowledge of Family Educational Rights and Privacy Act (FERPA)
Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary
Knowledge of record keeping procedures
Knowledge of appropriate software and databases
Ability to use computer applications including database, spreadsheet, and word processing
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3- hours).
