Saint Michael's College  
Job Description  

Job Title: Associate Registrar  
Department: Registrar's Office  
Supervisor or Manager: Registrar  
Date Created: 07/14/05  
Last Revised: 07/14/05  
FLSA Status: E  

**Our Mission:** It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.  

**Major Objectives:**  
• Progress of undergraduate students toward fulfillment of degree requirements is monitored closely to ensure requirements for graduation and College policies are met  
• Changing degree requirements and programmatic exceptions are monitored closely to ensure that students, faculty and staff are able to utilize the electronic Program Evaluation for easy tracking of academic progress  
• Reports, lists, and labels are prepared in an accurate and timely manner to support communication and decision making  
• Transfer credits are evaluated and posted in a timely manner  
• Inquiries and requests for information from students, faculty, staff, alumni and outside constituents are handled courteously, efficiently, and confidentially  
• Student records are monitored and maintained effectively  

**Essential Duties and Responsibilities:**  
• Communicates with students approaching graduation  
• Coordinates final details with advisors who have senior advisees approaching graduation  
• Reviews student records, clears candidates for receiving degrees and produces diplomas  
• Calculates graduation honors  
• Prepares statistics related to degrees awarded  
• Maintains degree audit programs  
• Advises students regarding their progress towards meeting degree requirements; interprets and enforces College academic policies  
• Evaluates and posts transfer credits to academic records  
• Oversees preparation of reports, lists, and labels for use in the Registrar’s office and by others on campus  
• Gathers and compiles data for Public Relations press releases (Dean’s List, Graduation, etc.)  
• Assists in the day-to-day management of the Registrar’s Office activities (supervising staff, records, maintenance, student data maintenance, registration)  
• Creates and transmits enrollment files for the National Student Clearinghouse, updates class level, assigns class rank, produces Dean’s List and probation lists  
• Coordinates the registration process and initial advisement for incoming transfer students and mid-year admits  
• Participates in the work of various committees on campus  
• Contributes to the evaluation and improvement of office-wide policies and procedures  

**Secondary Responsibilities:**  
• Acts in place of the Registrar when he/she is absent  
• Provides assistance to staff regarding software problems and questions  

**Positions Supervised:**  
• None  

**Major Contacts:**  
• Registrar  
• Registrar’s Office Staff
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• Assistant Dean of the College
• Executive Assistant to the Dean of the College
• Department Chairs
• Academic Advisors
• Director of Study Abroad Program
• Associate Director of Admission and Admission support staff
• Proficiency Project Coordinator
• Coordinator of Academic Compliance
• Director of Public Relations and Communications
• Institutional Advancement Information Specialist
• Administrative Assistants
• Parents
• Students

**Demonstrates Excellence:**
• Thoroughly understands College policies and academic regulations
• Solves problems thoughtfully and effectively
• Maintains confidentiality in all student-related matters
• Displays strong interpersonal skills, enabling successful relationships with students, faculty, staff and parents
• Upholds a high level of precision in detail work, ensuring that student records are maintained and reports are created in an accurate manner
• Possesses strong organizational skills with the ability to prioritize tasks in a fast-paced, ever-changing environment

**Education and Work Experience:**
• Advanced degree (student affairs administration emphasis is preferred) or equivalent combination of education and experience
• Background in higher education administration is helpful
• Experience with information systems, microcomputers and application software

**Analytic Skills:**
• The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
• None required
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**Physical Demands:**
Work is often performed in a typical office environment requiring:
- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Associate Registrar, occasionally the employee is required to lift and/or move up to 10 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability to work at times of year that require days (including weekends) of long hours, e.g. commencement, registration, summer academic orientation
- Ability to work independently and produce results

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.