Saint Michael’s College
Job Description

Job Title: Registrar

Department: Registrar’s Office

Supervisor or Manager: Provost

Date Created: 07/06/2005        Last Revised: 07/06/2005        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:
• Accurate, timely and cost-effective services related to enrollment and course registration, academic record keeping, implementation of academic regulations and enrollment research are readily available
• Academic records are maintained based on high standards of security and integrity through policies consistent with the College’s academic principles
• The Registrar’s Office budget is effectively planned and managed so appropriate resources are available for the various functions the office performs
• The College community has an understanding of laws concerning protection of confidential information
• Ongoing technology planning and evaluation of office procedures occurs to increase the Registrar’s Office effectiveness
• The Registrar’s Office is a student-friendly department

Essential Duties and Responsibilities:
• Plans and directs all department activities related to:
  ▪ Course and classroom scheduling
  ▪ Student registration for classes
  ▪ Collecting, recording and sending notifications of grades
  ▪ Evaluating transfer credits
  ▪ Degree clearance
  ▪ Maintenance of academic records
• Creates, reports and conducts research on matters such as enrollment, grading, academic calendars, courses, academic departments and faculty loads
• Oversees maintenance of the Registrar’s Office web pages and ensures that the information is current
• Prepares budget requests and administers department budget
• Hires, supervises and evaluates department staff
• Works with College offices in developing compliance and educational programs focusing on relevant federal/state laws
• Attends committee and workgroup meetings concerned with curriculum, academic affairs, enrollment management and technology planning
• Meets with students and advisors to discuss questions of progress on degree requirements
• Keeps current with the developments in the records/registration field in higher education

Secondary Responsibilities:
• Assists staff with questions related to software and technology
• Writes computer programs or scripts for accomplishing Registrar’s Office jobs
• Assists with training of new staff

Positions Supervised:
• Associate Registrar (1)
• Office Coordinator, Registrar’s Office (1)
Major Contacts:
- Registrar’s Office staff
- Academic Deans and their staff
- Provost
- Faculty
- Students
- VP of Student Life
- VP of Enrollment and Marketing
- Director of Institutional Research
- Information Technology staff

Demonstrates Excellence:
- Thoroughly understands College academic policies and regulations and communicates/enforces them well
- Possesses a temperament that fosters positive relationships with students, faculty and staff which results in mutual respect and a comfort level that allows for approachability
- Demonstrates a high level of honesty, discretion and ethical behavior, fostering confidence among the College community, striving for fairness in all matters and respecting the importance of confidentiality
- Dedicates professional life to continuous learning in all aspects of the office and its business

Education and Work Experience:
- Advanced degree or equivalent combination of education and experience
- Master’s degree or equivalent with at least three years experience in a registrar’s office, preferably at a four-year institution
- Experience should demonstrate management and leadership capability
- Background using computerized student information systems is necessary, and experience with Datatel Colleague software is a plus

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 Required:
- 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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<thead>
<tr>
<th>Software</th>
<th>Level</th>
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<tbody>
<tr>
<td>Microsoft Word</td>
<td>None</td>
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<tr>
<td>Microsoft Excel</td>
<td>X</td>
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<tr>
<td>Microsoft Publisher</td>
<td>None</td>
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<td>Microsoft Powerpoint</td>
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<td>Microsoft Outlook</td>
<td>X</td>
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<td>Adobe Photoshop</td>
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<td>Adobe Acrobat</td>
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<td>Quark</td>
<td>X</td>
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<tr>
<td>Datatel</td>
<td>X</td>
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<tr>
<td>Internet Research</td>
<td>X</td>
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Licenses, Certifications and Other Requirements:
- Appointment as Notary Public is helpful
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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 Registrar, the employee must occasionally 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 for some irregular hours required, at registration time or around Commencement

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.