



## POSITION DESCRIPTION

**TITLE:** Associate Registrar, Admissions      **CATEGORY:** Professional  
**FLSA STATUS:** Exempt      **GRADE:** F

**JOB SUMMARY:** Responsible for the strategic direction and management oversight of multiple areas within the Registrar's Office to include student records, transcripts, degree audits, athletic eligibility and enrollment certification.

**In-person work on campus is an essential function of this position.**

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Assist the Executive Director of Admissions and Registrar in the overall management of the Registrar's office including compliance, goal setting, policy making, action planning, problem solving, business continuity, risk management, and organizational effectiveness; monitor and improve work processes related to the Registrar's Office pertaining to student enrollment, course schedule, student grade reports, credit courses, degree data, and other related student academic activities.	35%
2. Assist Executive Director as liaison to Ellucian Technology Solutions on Banner system issues as well as other software as it relates to Admissions and Registration operations; assist the Registrar and Information Technology with the coordination of all new releases and enhancements for Banner, Texas Connection Consortium (TCC), National Clearinghouse and all other software as it pertains to the Admissions and Registration processes; maintain Banner system as well as other software access in collaboration with the Executive Director for Human Resources.	20%
3. Provide centralized guidance and interpretation regarding all internal and external policies, procedures, and requirements relating to all credit courses/programs throughout the District; responsible for developing, updating, and implementing policies and procedures; work in collaboration with the Division of Student and Enrollment Services & the Division of Instruction and Workforce Development's senior leadership teams to promote productivity, collaboration, coordination and effectiveness within and between all services; create long and short term planning and evaluation of all Admissions and Registrar processes.	15%
4. Serve as liaison to state and federal agencies such as but not limited to the Texas Higher Education Coordinating Board (THECB), State and Federal Audit Offices; assist in the overall project management of work assignments as it relates to key Registrar programs and policy initiatives.	10%
5. Develop a comprehensive communication plan outlining strategies for the ongoing dissemination of policies and procedures concerning academic policy to all faculty, staff, students and community; provide expertise and training in the areas of Family Educational Rights and Privacy Act (FERPA); and manage assigned	5%

budgets.

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| 6. Responsible for direct and indirect supervision of staff to include personnel management activities; recommendation for employment, supervision and evaluation and guidance concerning professional development. | 5% |
| 7. Participate and serve on a variety of college committees as designated by the Executive Director of Admissions & Registrar and Vice President of Student and Enrollment Services.                                | 5% |
| 8. Perform other duties as assigned.  | 5% |

**SUPERVISORY RESPONSIBILITIES:** Direct supervision of personnel assigned to the Department.

**BUDGET RESPONSIBILITIES:** Departmental budget.

**CERTIFICATIONS/LICENSURES:** Valid driver's license and be able to travel.

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree.

**EXPERIENCE:** Six (6) years of related experience.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Ability to manage personnel and operations of a large department;
- Comprehensive knowledge of Registrar operations: development, strategy, implementation and compliance;
- Effective communication and problem solving skills;
- Effective leadership, team building, and diplomacy in higher education setting;
- Ability to develop and make presentations;
- Effective time-management and organizational skills;
- Ability to work on multiple tasks;
- Ability to set and meet deadlines for operational goals;
- Experience developing and executing budgets;
- Ability to understand, analyze, and interpret policies and procedures;

2. **Equipment Used:** Personal Computer, Audiovisual equipment, and equipment used in a distance facility.

3. **Software Used:** A variety of word-processing, spreadsheet, database and e-mail, and student information systems (Banner).

### **PHYSICAL REQUIREMENTS:**

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.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel. The employee is frequently required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

### **INTERPERSONAL SKILLS:**

The highest degree of combined skills in understanding, negotiating, selecting, developing, and motivating people are essential due to constant interaction with other people, at all levels within the organization or the community, to include all the area high schools. Accountability for the development, motivation, assessment and reward of employees in all circumstances especially in dealing with irrational situations where the outcome is unpredictable.

### **WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X

Ability to adjust focus	X
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NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*