



POSITION DESCRIPTION

TITLE: Associate Registrar, Workforce/Continuing Education **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** F

JOB SUMMARY: Plan, manage, and implement the student services and registrar support services for the District's continuing education courses and programs.

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Serve as the District's Workforce Education Course Manual (WECM) point of contact to the Texas Higher Education Coordinating Board (THECB) for continuing education. Review continuing education programs and courses for compliance with the THECB publication Guidelines for Instructional Programs in Workforce Education (GIPWE), and provide recommendations regarding necessary corrections. Maintain liaison with THECB on issues relating to continuing education program/course inventories and state funding formula reimbursement. Monitor EPCC compliance with Continuing Education Unit (CEU) criteria, and provide recommendations regarding necessary corrections.	30%
2. Plan, manage, and implement the student services and registrar support services for the District's continuing education courses and programs to include the creation and maintenance of the course schedule and catalog. Plan and implement short and long term department strategic goals.	20%
3. Responsible for direct/indirect supervision of staff to include personnel management activities; recommendation for employment, supervision, and evaluation and guidance concerning professional development.	20%
4. Responsible for implementing and managing the on-line registration system for Workforce/Continuing Education Division.	10%
5. Maintain and insure accuracy of the continuing education courses and student records in the automated information management system. Coordinate information with other departments as needed. Update system tables and coordinate the report writing to meet department, district, and state reporting requirements. Provide orientation and training on the automated information management system and the WEB for staff involved with continuing education programs and courses.	5%
6. Responsible for monitoring and maintaining the integrity of the continuing education student academic records by coordinating the Districts quarterly reports with THECB for state reimbursement. May analyze, retrieve and compile	5%

statistical data.

7. Provide centralized guidance and interpretation regarding all internal and external policies, procedures, and requirements relating to continuing education courses/programs throughout the Districts. Responsible for developing, updating and implementing policies and procedures as needed. 5%
8. Perform other duties as assigned. 5%

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned to functional area.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree or equivalent.

EXPERIENCE: Six (6) years 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:

- Knowledge of and ability to research complex federal and state regulatory guidance as well as college policies and procedures;
- Analytical skills and detailed oriented;
- Conflict resolution, leadership, and teambuilding skills;
- Strong interpersonal and organizational skills;
- Ability to effectively communicate both orally and written;
- Knowledge of and ability to navigate through database computer systems.

2. Equipment Used: Personal Computer and related peripherals as well as other equipment associated with a general office environment (e.g. typewriter, copier, fax, and multi-line telephone).

3. Software Used: Integrated administrative software, and a variety of a word processing, spreadsheet, database, and presentation software.

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 talk or hear. The employee is frequently required to sit; use hands to feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and

move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, negotiating, selecting, developing, and motivating people are important due to constant interaction with other people within the district and community, as well as the position's accountability for the development, motivation, assessment, and reward of employees, and to deal 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

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