

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: REGISTRAR

PAY GRADE: P-14

OVETIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

To supervise the records and registration process of the College, coordinating and monitoring all phases of the office's processes.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree required in Educational Administration, student services or a related field.
2. Years of experience in field: Three years of experience in college student services required. Management experience in a college records and registration office strongly preferred.
3. Special skills or abilities related to Position: Positive human relations' skills. Knowledge of federal, state, and college regulations relating to transcripts, grading, standards of progress, graduation processes and programs and courses offered by the college. Knowledge of the college mission, and of goals and objectives in meeting the mission.

Ability to establish and maintain effective working relationships with students, faculty, staff, and the community. Ability to conduct presentations. Ability to supervise a staff involved in the records and registration process. Ability to maintain a complex compilation of student records and to supervise the completion of state and federal reports. Qualified to advance the department and institution of a technologically oriented record keeping system. Knowledge of the Jenzabar student record system a plus.

ESSENTIAL JOB FUNCTIONS:

1. Plan, direct and supervise the records and registration process, including transcript evaluation.
2. Assure the security and maintenance of records, including the microfilm process and electronic record storage.
3. Supervise validation of data for state and federal reports.
4. Oversee validation of graduation requirements.
5. Provide leadership in developing strategies to implement electronic records and registration procedures.
6. Supervise, train, and evaluate performance of staff.
7. Oversee daily operations of records and registration of the Enrollment Services Center (ESC).
8. Make residency determinations based on district and state requirements.
9. Establishes procedures in accordance with the family educational rights and Privacy Act (FERPA) and provides FERPA training for faculty and staff.
10. Design policies and establish procedures related to degree certification, oversee validation of graduation requirements and assist with the coordination of graduation ceremonies.
11. Collaborate with administrators, deans, faculty, IT and advisors to facilitate and improve services to students, including catalog and registration/records policy questions.
12. Create/maintain college-wide registration calendar.
13. Liaison between Enrollment Management staff and the IT department. Interpret and communicate departmental programming needs to the appropriate IT staff, assist with testing programmed changes and assist staff in the follow-through and tracking of IT projects.
14. Attend Jenzabar trainings, meetings and conferences to increase skills and knowledge of upgrades and new products. Inform EM managers of changes, upgrades or upcoming products that could assist with computer system issues within their area of supervision.
15. Maintain all aspects of the Records department budget (expenses & personnel).

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

Building 5, Ocala Campus

SUPERVISOR OF POSITION:

Dean, Enrollment Management