

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR OF ENROLLMENT SERVICES/REGISTRAR
PAY GRADE: A-1
OVETIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Director of Enrollment Services/Registrar is responsible for the college's registration, admissions and student records process including coordinating and monitoring all phases of the 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 personnel services or a related field.
2. Years of experience in field: Three years' full-time 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: This position works in the areas of the college registration, admissions, and records college-wide and serves as the college's chief FERPA officer. Coordinates function with college administration, faculty, staff, students and external regulatory agencies. Positive human relations' skills. Knowledge of federal, state, and college regulations relating to admissions, residency, 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.

Special skills or abilities related to Position: (Continued)

Qualified to advance the department and institution in meeting enrollment management goals. Knowledge of the Jenzabar student record system a plus.

ESSENTIAL JOB FUNCTIONS:

1. Plan, organize, direct and supervise the processes and operations of the registration, admissions and student records collegewide. Interpret and apply federal and state mandated guidelines.
2. Direct the activities of assigned programs including planning, implementing, administering and evaluating projects and enrollment services impacting students and the college.
3. Establish, monitor, evaluate and improve processes, procedures and/or standards, ensuring alignment with college missions, values, goals and objectives and local, state, and federal laws and regulations. Support the enrollment management efforts of the college.
4. Supervise validation of data for state and federal reports.
5. Oversee enrollment reporting and insure compliance with USDOE requirements.
6. Provide leadership in developing strategies to implement electronic records and registration procedures.
7. Supervise, train, and evaluate performance of staff. Organize and conduct regularly scheduled staff training sessions.
8. Oversee daily operations of admissions, records and registration of the Enrollment Services Center (ESC).
9. Make residency determinations based on district and state requirements.
10. Establish procedures in accordance with the Family Educational Rights and Privacy Act (FERPA) and provides FERPA training for faculty and staff. Assure the security and maintenance of records, including the electronic record storage. Provide assistance and guidance of record management collegewide.
11. Implement policies and establish procedures related to degree certification, oversee validation of graduation requirements, course substitution, degree designation, and assist with the coordination of graduation ceremonies.
12. Collaborate with administrators, deans, faculty, IT, branch campuses and advisors to facilitate and improve services to students, including catalog and registration/ records policy questions.
13. Create/maintain collegewide registration calendar.
14. Liaison between Enrollment Management (EM) 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.
15. 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.
16. Supervise and effectively manage all aspects of the Records Department budget (expenses & personnel).

ESSENTIAL JOB FUNCTIONS: (Continued)

(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.)

PHYSICAL DEMANDS:

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 disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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 of Enrollment Management