

## **REGISTRAR**

### **GENERAL STATEMENT:**

Serve as Registrar to the College. Provides support services for students with admissions/registration.

### **REPORTS TO:**

Associate Vice President of Enrollment Management

### **OCCUPATIONAL GROUP:**

Professional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree

#### **LICENSE OR**

#### **CERTIFICATION:**

LPC preferred but not required.

#### **EXPERIENCE:**

Three (3) years' college/university administrative experience.

#### **OTHER:**

Computer knowledge; Public-speaking skills; Ability to work with people.

### **DUTIES AND RESPONSIBILITIES:**

- Ensure the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; build secure student data files and set policy and procedure for their responsible use; assist in maintaining up-to-date course schedules and catalogs.
- Responsible for the supervision and management of all administrative and operational functions of the Office of the Registrar and the Office of Student Pathways.
- Enhance existing programs and create new programs designed to improve student success, particularly graduation and transfer rates.
- Supervise the processes for the articulation of transfer credits, graduation and certification of associate degrees and certificates, enrollment and degree verification, production of official transcripts, diplomas, and commencement ceremonies.
- Counsel and advise students, faculty, and staff on academic matters; and interpret and enforce policies of the College and FERPA.
- Oversee graduation audit process. Make the process more efficient where possible.
- Oversee all aspects of registration for the system.
- Work closely with all campus departments to ensure programs are consistent and result in improved student success.
- Serve as academic liaison.
- Assist with graduation evaluation.
- Function as the official admissions and records officer of the College.
- Function as the official reporting and certifying officer of the College.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Requires travel to other campuses.

**REGISTRAR**

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 05/10/2017*

*Revised:*

*JD725*