

## **REGISTRAR**

**DEPARTMENT: ACADEMICS**  
**CLASSIFICATION: EXEMPT, ADMINISTRATIVE/PROFESSIONAL**  
**REPORTS TO: ACADEMIC DEAN**  
**SUPERVISES: NONE**  
**LAST UPDATED: FEBRUARY 2018**

### **SUMMARY OF RESPONSIBILITIES**

Under the general direction of the Academic Dean, the College Registrar is responsible for the development and maintenance of the Student Record system and controls all activities relating to pre-registration, registration, and transcripts for all students. The Registrar:

- Provides the strategic leadership role in the annual development of the semester course schedule.
- Is charged with attending all Curriculum Committee meetings and maintaining the accuracy and integrity of any/all changes or updates to academic programs and degree requirements, which includes serving on other committees as required.
- Retains and secures the records for all academic programs and academic policy updates to ensure accuracy, which includes thorough degree audits for all graduating students.
- Collaborates closely with academic advisors, faculty, students and staff to support student success.

The Registrar will support the vision, mission and core values of IAIA.

### **ESSENTIAL POSITION FUNCTIONS**

- Maintain and secure all permanent official transcripts and related student files.
- Comply with all FERPA regulations and conduct training for students; staff and faculty as needed.
- Maintain and monitor the accuracy and integrity of any/all changes or updates to academic programs and degree programs, which includes but is not limited to the following:
  - Monitor and maintain the course numbering and credit value system
  - Determine the transferability of credits from other institutions
  - Calculate each student's grade point average
  - Monitor each student's progress along their degree plan to certify to the completion of graduation requirements for degree qualification per the standards created by national accrediting agencies and professional associations.
- Maintain catalog updates, changes and corrections and posts updates in catalog, Student Information System (SIS) and on IAIA's website.
- Create and distribute the course schedule per semester, which includes creating annual academic calendars and updates "degree audits" in the SIS system.
- Collect and report on a wide-range of statistical analysis related to the student body to IAIA administrative staff, faculty and federal and state governmental agencies.
- Distribute all official transcripts of student records to other institutions, students and prospective employers.
- Organize the registration of new students and oversee the assignment of Advisors to students on a semester basis.
- Maintain and secure the Seal of the Institute for use in certifying documents sent to other institutions, the US Immigration and Naturalization Service, etc.
- Provide academic advising as necessary and assist in training academic advisors.
- Evaluate transfer credit and maintain the students' degree plans.
- Function as a power-user for IAIA's SIS (Empower). Update, maintenance and programming the degree audit module and the maintenance of the Records/Registration module in Empower.
- Oversee and manage dual-credit course set up and registration.
- Complete other duties as assigned.

### **REQUIRED EXPERIENCE AND EDUCATION**

Must have a BA in related field and at least 5 years of direct/hands-on college registrar experience.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated hands-one experience as a College Registrar, including proven experience in the management of collegiate academic record keeping.
- Demonstrated background expertise to interact effectively, efficient, proactively and constructively with local, regional, national and tribal personnel, agencies and organizations, on a wide range of registration issues.
- Hands-on knowledge of student records database, word-processing and computer capabilities, and standard college registration office procedures.
- Demonstrated ability to communicate clearly and effectively with all levels and with all people and groups.
- Demonstrated ability to interact and work successfully in a highly collaborative environment with faculty, students, parents, alumni and staff as related to job responsibilities.
- Proven background in being able to resolve conflicts, issues, problems, concerns and/or complaints in a constructive manner.
- Comply with all IAIA's standards of conduct and ethics, which includes:
  - Confidentiality
  - Integrity and honesty
  - Adherence to management directives
  - Exhibit the ability to adapt to changing work environments and/or organizational priorities
  - Cooperate and work respectfully with others
  - Participate in pro-active problem solving
  - Complete assigned job duties
  - Participate in meetings or committees as required.
  - Refrain from any behavior that does not foster professionalism, mutual-respect and positive work environment.
- Demonstrated ability to present at all times a pleasant, courteous, and professional deportment and presence.
- Ability to work with close supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.

## **WORKING CONDITIONS**

- Ability to sit for extended periods of times, utilizing a computer work station.
- Ability to read and interpret basic to complex data/information/guidelines/ procedures, etc. related to student records, degree/academic programs, and collegiate course catalogs.
- Occasional out-of-town travel for meetings and conferences using a company vehicle or personal vehicle.
- This job description does not list all the duties of the job.
- You may be asked by supervisors or managers to perform other duties.
- Performance evaluation will include assessment of performance results as described herein.
- Management has the right to revise this job description at any time.
- The job description is not a contract for employment.