

REGISTRAR

CLASS SUMMARY

Under general direction - plans, supervises, coordinates and participates in the registration program for college credit and/or non-credit students; maintains and compiles attendance reports; coordinates data processing services; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Plans, organizes, schedules, coordinates, supervises, participates in and writes reports on early, regular, late and special programs registration; coordinate student census for state report and FTES accounting; coordinates collection of positive class attendance; coordinates the development and review of registration and admissions data processing program, maintains current information on State Education Code; reviews and handles special problems and questions referred; supervises and trains office personnel; evaluates military records for academic credit; organizes and develops procedures and materials. Oversees degree audit and update the electronic Ed Plan systems.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated administrator and acts for the administrator in his/her absence. This class manages all Admissions/Records personnel and many student workers on registration duties. This class works with administrators, faculty, students, other college personnel and the public and is the Admissions/Records liaison with district's IT department.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's Degree or any combination of experience and education equivalent to a Bachelor's. Any combination of training and/or experience equivalent to five years of increasingly responsible management experience, including the planning and operations of a volume records function involving computer program(s), and including some experience in both college credit and non-credit admissions and records activities.

Knowledge and Abilities

Thorough knowledge of: principles of modern record-keeping, systems analysis, and data processing applications; principles of staff organization, supervision and training; modern record keeping systems and procedures.

REGISTRAR (continued)

Good knowledge of: college credit and /or non-credit student registration, admissions and record keeping procedures; California Code requirements for student residence, attendance, grading, testing and records; administrative communications practices, written and oral; college organization and procedure; statistical reporting procedures.

Familiarity with: principles of public relations, standards of professional conduct.

Ability to: read, comprehend and apply a wide range of written materials having technical, legal and policy content; plan and organize complex records systems; organize and train a large staff of full-time and student workers; cooperatively develop and plan data processing programs/systems; adapt to changing legal, policy and procedural requirements; prepare narrative and statistical reports and recommendations; participate in policy conferences; use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly; establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.