

JOB TITLE: Associate Registrar
DEPARTMENT: Student Development
LOCATION: Union Campus
REPORTS TO: Registrar

FLSA: Exempt
LEVEL: 203
DATE: 11/13/17; 09/08/16

POSITION SUMMARY: The purpose of this position is to evaluate transcripts and applications for graduation, interpret those evaluations to students and advisors, assist with the college's graduation plans and procedures, and assist in all other registration activities as required and/or needed.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree; three years related experience

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Review graduation applications insuring that all requirements have been met and notifying applicants of any deficiencies. Input information into appropriate database.
- Evaluate the acceptability and course equivalency of transfer work from other institutions of higher education or other sources and post to transcript.
- Assist in the college's graduation plans by ordering diplomas, preparing graduate lists, dispersing graduation materials to students, dispensing diplomas upon graduation, and maintenance of all records involved in these functions.
- Maintain graduation evaluation and transfer credit records, update cumulative record information, and input graduate data into computer system.
- Interpret for students, counselors, faculty, administrators, and academic advisors the applicability of course work to degree requirements.
- Verify the 42-hour block on outgoing transcripts.
- Assist in the registration process as required.
- Responsible for transcript process (ie, requests, changes of grades, and incomplete grades)
- Produce transcripts as requested, make corrections to student information as needed place holds on student accounts as necessary, and generate hold letters in absence of Registration Assistant.
- Generate and distribute enrollment/degree verification for student insurance needs, student loan deferment documents and National Student Clearinghouse requests in absence of Registration Assistant.
- Inventory and order department supplies as needed.
- Serve as Registrar in his/her absence.
- Serve on institutional committees as appointed.
- Help solve problems with student records and/or registration activities.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), and other applicable laws pertaining to employment and education; ability to present materials effectively to individual students or groups; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; skill in budget development and

management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; ability to work accurately and efficiently in a fast paced environment with frequent interruptions; ability to use independent judgment and discretion; ability to manage multiple projects.

Department: Exhibited skills in communication, interpersonal relations, office management, records management, supervision, office procedures, and bookkeeping are essential; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude; must show initiative and require minimal supervision to achieve assigned duties; ability to manage time, stress and conflict; ability to multi-task and prioritize; possess the highest ethical standards and impeccable integrity; ability to collaborate effectively with college departments and cross-functional teams; ability to work effectively with an ethnic, cultural and socially diverse student and staff population.

LEADERSHIP and COMMUNICATION SKILLS: Strong written and oral communication skills; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to work in a fast paced and stressful environment while maintaining a friendly and courteous manner; effective customer service skills, employee development and performance management; ability to make administrative/procedural decisions and judgments; ability to foster a cooperative work environment; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; ability to interact effectively with diverse student populations and a wide variety of co-workers; possess strong presentation, interpersonal, and organizational skills; comply and enforce policies, procedures, and instructions.

DECISION-MAKING and ANALYTICAL SKILLS: Requires frequent decision making affecting co-workers or the general public; may be responsible for providing information to those who depend on a service or product. Perform clerical or manual duties involving intensive understanding of a restricted field, unit or division.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; some work is performed in classroom, extended periods of time viewing computer monitor or standing; may require adjustment of schedule to include some evening and/or weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*