

CENTRAL CHRISTIAN COLLEGE OF KANSAS

REGISTRAR

Direct Supervisor: Chief Academic Officer
Status: Full time (12 months), Exempt
Department: Academics
Job Location: McPherson, KS

JOB SUMMARY

Responsible to the Chief Academic Officer, the Registrar oversees registration related activities and serves as the chief custodian overseeing the maintenance and integrity of student academic records. This includes assisting students, faculty, staff, and alumni with a variety of academic services including managing academic policies and procedures, maintaining and accessing student records, student registration, transcript maintenance, enrollment verifications, course scheduling, commencement services, conducting degree audits, athletic eligibility, assessment and reporting, and ensuring institutional compliance.

This is a faculty status position, providing administrative oversight for one assistant registrar.

QUALIFICATIONS

- Advanced degree with a minimum of five years of experience in higher education administration including enrollment management, records management, registration, and student information systems, or comparable background in data management and analysis
- Established record of administrative effectiveness including communicative proficiency and systems regulation
- Strong commitment to partnering with students, faculty, staff and external constituencies
- Strengths in organization, multitasking, customer service, and administration

TASKS

- Embody and model a growing spiritual walk in alignment with the Christian faith and the basic beliefs, tenants, and values of the institution.
- Participate and serve as part of the Academic Office and lead initiatives as determined by the Chief Academic Office
- Monitor and record adds, drops, and withdrawals, requests for internships, practicums, and Directed Studies, and oversees the issuance student transcripts and other student information.
- Process grade changes, course substitutions, prior learning credit, and credit by exam
- Ensure the accurate and timely input of grades and last dates of attendance
- Oversee transfer credit evaluation process, including policy related to transfer credits and credit valuation
- Compile data, surveys, and reports on enrollment and educational activities for administration, government, and other external agencies
- Generate audits to evaluate student pace and give final approval before degrees are conferred
- Verify and provide enrollment data requested by various agencies and complies with all federal privacy regulations and with all state and federal reporting requirements.

- Verify athletic eligibility
- Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process to include all elements of the rehearsal and ceremony, including the ordering of diplomas and regalia, and mailing of diplomas to graduates
- Responsible for collecting, recording, maintaining and reporting of student records within FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification, athletic eligibility and other associated audits
- Provide leadership and develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through the Academic Office
- Setup the registration process including term development, course offerings, room assignments, instructor appointments, and student portal release related to the School of Liberal Arts and Sciences
- Develop registration schedules and procedures, updating and maintaining the Student Information Software (SIS), including web functionality.
- Evaluate registration activities and makes changes to improve efficiency; serves as a liaison between instructional administration, faculty, and students regarding registration issues and attendance.
- Follows up to make certain that situations have been resolved in a timely manner.
- Serve on appropriate committees.
- Maintain the official college course taxonomy; responsible for production of catalog, proofs document for consistency of style and accuracy of information, and researches and resolves inconsistencies of data.
- Provide oversight for Assistant Registrar(s) and student aid(s).
- Recommend academic policies/procedures to the Chief Academic Officer
- Problem solve the research, analysis and resolution of student disputes as they relate to records and registration
- Collaborate with administrators, deans, faculty, IT and advisors to facilitate and improve services to students, including catalog and registration/records policy questions
- Participate in professional development activities and serve on college committees that support the goals and objectives of the division of the college
- Provide back-up for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades and working special events
- Process and submit reports deemed appropriate by the Chief Academic Officer
- Act as primary VA Benefits coordinator/School Certifying Official for the college
- Use computer to create reports, forms, and charts from oral instructions or notes; composes routine letters and memos, as well as correspondence requiring diplomatic resolution of challenging customer service issues.

SKILLS AND ABILITIES

- High level of organizational, problem solving skills, and attention to detail
- Skilled in partnering with students, faculty, staff and external constituencies
- Ability to collaborate effectively with college departments and cross-functional teams

NOTICE OF NON-DISCRIMINATION

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and

innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, heritage, vision, mission, Statement of Beliefs, Core Values, and Lifestyle Expectations as articulated in the Policy and Procedures Manual of the institution.

AFFIRMATION

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Print Name (Employee)

Signature

Date