



Job Posting

Registrar

Date Posted 10/11/2023
End Date: Until Filled

The College **Registrar** provides oversight to all aspects of the Office of the Registrar. This position plays a critical role in the College student services and academic operations by effectively providing oversight and management for the maintenance and integrity of all student academic records, all areas of student registration and the recording and reporting of grades, transcript evaluations, information reporting, compliance with FERPA regulations, required audits of student enrollment, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to academic record keeping.

All Cisco College employees are required to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, all employees cooperate and work harmoniously with College personnel and the public. All Cisco College employees follow College policies, rules, regulations, and guidelines that relate to the specific position.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits can be found on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission, as incomplete packages are returned unprocessed.*

Complete resume packages sent to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employee

CISCO COLLEGE

Job Description

Job Title: Registrar

Reports to: Dean of Enrollment Services

Classification: Administrative

Job Summary

The College registrar provides oversight to all aspects of the Office of the Registrar. This position plays a critical role in the College student services and academic operations by effectively providing oversight and management for the maintenance and integrity of all student academic records, all areas of student registration and the recording and reporting of grades, transcript evaluations, information reporting, compliance with FERPA regulations, required audits of student enrollment, and the establishment and maintenance of processes for the equitable and consistent administration of policies and procedures as they relate to academic record keeping.

The registrar supports the creation and maintenance of course schedules, university catalogs, and graduation. The registrar provides leadership consistent with the academic goals and mission of the institution and leverages best practices to provide a student-centered approach, emphasizing exemplary service to all constituents. The registrar serves on standing committees as assigned and assures compliance with certifying organizations and governmental requirements.

The Registrar will be expected to accomplish assigned duties in a professional, efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. Serve on College committees;
2. Assist with implementation of new academic programs;
3. Assist with implementation of new student information system;
4. Continuously improve functionality in the office of the registrar to meet the strategic needs of the College;
5. Work closely with other College departments to ensure smooth and clear processes;
6. Maintain and update an efficient student records system in accordance with industry standards;
7. Responsible for coordination of the course scheduling process for each term, with an appropriate final examination schedule that is reflective of the college calendar;
8. Coordinate and conduct registration;
9. Coordinate and conduct end of term processing, including course grade submissions;
10. Process and document probation statuses at end of term consistent with the College academic standing policy and processes;
11. Interpret and apply academic rules and regulations;
12. Prepare and submit as required federal, state, and campus enrollment reports;
13. Plan, implement, and participate in commencement ceremonies;
14. Prepare and certify transcripts and enrollment verifications;
15. Verify completion of degree requirements and oversee creation of diplomas;

16. Archive enrollment data;
17. Maintain a history of graduation requirements;
18. Participate in the development of the academic calendar;
19. Serve an editorial role for the college catalog;
20. Contribute to and serve in an editorial role for accreditation reports;
21. Administer policies concerning confidentiality of student records, consistent with best practices as well as federal and state regulations and guidelines;
22. Participate as a team member in student services, promoting seamless service and processing of student needs;
23. Perform other related work as required.

Qualifications

- 1) 3 years of experience in a comparable position, preferably in a two-year college.
- 2) Experience developing, organizing, and implementing programs or projects.
- 3) Experience with organizing data and information for reports.
- 4) Excellent written and verbal communication skills.
- 5) Ability to work collaboratively with others.
- 6) Experience facilitating staff training and development.
- 7) Bachelor's Degree preferred.

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.

Reviewed: 10/2/2023 Updated: 10/2/2023
