

Posted: 06/16/2021

Salary Range: \$36,340.00-\$40,378.00

Status: Exempt, Full-time



The College of Idaho invites applications for an **Assistant Registrar**. This position is responsible for assisting the Registrar in providing quality services related to the creation and maintenance of academic records, degree auditing, curriculum management, and data integrity. This position is responsible for tasks related to the evaluation of student academic records as they pertain to College degree requirements, course prerequisites, and College transfer requirements. The Assistant Registrar collaborates with the Registrar in establishing goals for the office, overseeing daily operations, evaluating effectiveness, and creating an environment responsive to the needs of the campus community

Essential Functions

Evaluate, interpret and enforce policies to maintain accurate student records. Including but not limited to:

- Evaluate transfer, test, military, and other credits.
- Work with faculty to determine transfer course acceptability and equivalencies to C of I courses and how policies should be interpreted based on articulation agreements, the College's repeat policies, and accreditation status.
- Provide ongoing tracking of degree progress; explain and interpret requirements and policies to students and faculty advisors.
- Work with Registrar and Athletics in the interpretation of NAIA regulations and the certification of student athletes.
- Certify and maintain accuracy of VA student enrollments, satisfactory academic progress and graduation data utilizing VA Once.
- Process independent study, internship, and study-away enrollments in alignment with policy.
- Assist in interpretation and enforcement of College policies, rules, and federal regulations that relate to academic standards, student academic records, veteran educational benefits, and international students.
- Maintain in-depth knowledge of Family Educational Rights and Privacy Act (FERPA).

Maintain core system processes with Registrar. Including but not limited to:

- Assist Registrar in academic catalog production.
- Certify and post degrees.
- Create and maintain College Source TES system transfer guides.
- Assist Registrar with semester end processes.
- Assist Registrar with course and degree audit maintenance.
- Troubleshoot issues in all student-related systems.
- Assist with student database maintenance.
- Assist in creating and maintaining process documentation.
- Back-up to Records Specialist in transcript request and enrollment verification requests.
- Assist in Commencement preparation and ceremony.

Supervisory duties:

- Supervise work-study students, to include assigning work tasks and ensuring all work is accurate and completed in a timely manner.
- Recruit, schedule, and supervise student staff. Training of student staff will be a collaborative effort with other Registrar office colleagues.

Support campus community in a professional, timely, and accurate manner. Including but not limited to:

- Communicating with students, faculty, and staff in a clear and concise manner via email, phone, or in-person.

- Back-up other Registrar staff in assisting students at the front desk as needed.
- Participate in committee meetings and attend other meetings as needed.
- Assist in providing training to faculty and students.
- Assume the responsibilities of the Registrar in the absence of the Registrar.

Contribute to the Registrar Team. Including but not limited to:

- Attend and participate in team meetings.
- Assist Registrar in mentoring and training other Registrar staff.
- Assist Registrar in creating a professional, team-centered culture.

Additional duties as assigned

Knowledge, Skills, and Abilities

- Ability to manage multiple projects, meet deadlines and collaborate successfully with college constituents.
- Detail oriented with effective organizational skills.
- Excellent interpersonal, oral, and communication skills.
- Strong technology skills, including Microsoft Office products, Colleague or other integrated database system and Informer or other report writing program.
- Demonstrated student-centered philosophy and commitment to the principles and practices of customer service.
- Ability to troubleshoot and make decisions.
- Ability to work with diverse groups of people across campus.
- Knowledge of College policy and procedures and adhere to performance standards.
- Must possess a strong work ethic and unquestioned personal integrity.

Minimum Qualifications

- Bachelor's degree from a regionally accredited college or university; Master's degree preferred.
- Minimum of two years progressively responsible work experience in higher education registration and records or enrollment management which includes data management experience.
- At least one year supervisory experience; preferably with entry level staff.
- Knowledge of and/or experience with VA student eligibility and compliance rules and regulations preferred.
- The ability to receive or communicate confidential or sensitive information with high level of discretion required.
- Must be able to perform job duties with minimal supervision and adapt to changing priorities.
- Present professional image on behalf of Registrar's Office and The College of Idaho.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho.

A complete application will include a current résumé, cover letter addressing qualifications for the position, a statement on diversity that articulates a commitment to representation, inclusion, and equity, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. ***Priority consideration will be given to applications received by July 1, 2021.*** Applications will be accepted until suitable candidates are selected.

With over 125 years of history, [The College of Idaho](#) is a regional and national leader in higher education. The College of Idaho is an inclusive community of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce. [Our Representation, Inclusion & Equity Statement](#)