



The College of Idaho invites applications for a **Registrar**. The College Registrar is responsible for overall data integrity and operations concerning student academic records and plays a key institutional role in providing feedback on the student and faculty experience with registration and academic policies; editor of the Academic Catalog and serves as an institutional resource to other departments as they review and modify the online catalog; serves all academic and administrative units of the College in providing timely information regarding student and course enrollment; supervises the Registrar's Office staff.

The College of Idaho has much to offer. Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Essential Functions

- Administration and Staff Support
 - Manage the Registrar's Office, supervising staff and ensuring the smooth operations of all aspects of the office.
 - Oversee staff development and educational opportunities with an eye on building professionalism and capacity.
- College Catalog
 - Ensure all changes to academic requirements are tracked and publish, in a timely fashion each year, the updated College Catalog for both undergraduate and graduate programs. Ensure an accurate and professional online catalog is maintained.
- Schedule of classes
 - Organize and publish each semester a class schedule, working closely with the faculty and VPAA to create a schedule that efficiently uses human and physical resources and maximizes opportunities for students.
 - Monitor enrollment patterns and statistics; regularly advise the VPAA about enrollment needs and concerns.
- Registration of Students
 - Collaborate with the VPAA, Student Affairs, Business Office, Director of Advising and faculty advisors on participation in summer orientation and registration of new students.
 - Coordinate with Director of Advising to facilitate the pre-registration process through the use of Ellucian's Self Service. Oversee processing of adds/drops/withdrawals and late registrations.
- Grades
 - Ensure class lists are produced; manage web interface for grading function.
 - Manage web interface for faculty advisors and students to view midterm and final grades and transcripts.
- Oversee the submission of files to the National Student Clearinghouse.
- Serve as the VA student liaison to include enrollment certification, satisfactory academic progress, and graduation data utilizing VA Once.
- Ensure official transcript information is accurate and accessible.
- Monitor student progress toward degree completion, making sure the College's Degree Audit system is up-to-date and functioning optimally.

- Coordinate student degree information with the Director of Advising.
- FERPA
 - Provide on-going training programs for faculty and staff on FERPA (Family Educational Rights to Privacy Act).

Additional duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of application of technology to deliver student records and registration.
- Proficient in Microsoft Office software applications.
- Excellent organizational and time management skills, with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Capable of safeguarding sensitive and confidential student and College information; in-depth knowledgeable of FERPA regulations.
- Ability to manage staff effectively and lead a team toward stated outcomes.
- Ability to develop, plan and implement short- and long-term goals.
- Ability to prepare, analyze, and evaluate budgets.
- Detail oriented while adhering to guidelines, performance standards and policies.
- Demonstrated abilities to efficiently and effectively solve problems and initiate and implement projects independently.
- Strong work ethic and unquestioned personal integrity.
- Experience supporting and working with diverse populations.
- Strong interpersonal, written and oral communication skills.
- Ability to maintain a high level of customer service.
- Self-motivated, willing to work independently.

Qualifications

- Master's degree preferred
- Three to five years' experience as a Registrar, Associate Registrar, Assistant Registrar, or comparable position at a post-secondary institution; experience in a liberal arts college preferred.
- Thorough knowledge of regulations governing federal, state, and institutional policies regarding student registration and record keeping.
- Superior computer and technical skills, including proficiency with in Microsoft Office, data bases and Student Information Systems; hands on experience with Ellucian Colleague and Informer reporting packages preferred.
- 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 employment status without sponsorship from The College of Idaho.

This is a full-time 12-month position with excellent health, retirement, and leave benefits. Compensation is commensurate with experience.

To apply please submit a cover letter addressing the scope and qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin February 1, 2018. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.