

Posted: 08/02/2021

Salary Range: \$59,964.00 - \$66,627.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations 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; editing of the Academic Catalog and serving 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; oversees staff in the [Registrar's Office](#). The Registrar is a key administrative position and the College hopes to hire as soon as possible. Application review will begin immediately.

### **Essential Functions**

The College Registrar will provide the leadership and supervision of the Registrar's Office to ensure success in the following areas.

- 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 Coordinator of Advising.
- FERPA

- Provide on-going training programs for faculty and staff on FERPA (Family Educational Rights to Privacy Act).

*Perform 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, 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 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](mailto:hr@collegeofidaho.edu). 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.