



TRUTH. TRAINING. TRANSFORMATION.

Job Description

Job Title:	Registrar
Department:	Office of the Registrar
Job Category/ FLSA Status:	Student Support/Exempt
Accountability:	Associate Vice President, Enrollment and Student Success
Authority:	Office of the Registrar staff and others as assigned

Position Description

Provides servant leadership to plan, organize, implement, and administratively manage all activities related to the Office of the Registrar (OTR), including serving as official custodian of student records, in a manner consistent with CBS's mission and accreditation standards, developing strategy and policies to efficiently guide student-focused processes. Ensures timely, clear, and accurate communications go out to students to encourage registration, retention and graduation.

Major/Essential Functions

- Provides leadership, management and coordination for the daily operations of the OTR to ensure security, maintenance, and integrity of the manual and electronic student records/data.
- Develops and / or maintains institutional business processes within the OTR team for accurate maintenance of all student records, and ensures timely administration of educational processes around retention, promotion, and graduation (including but not limited to SAP, Probation, Transfer Credit Reviews, and managing exceptions in degree audits).
- Ensures compliance with the Family Education Rights and Privacy Act (FERPA) as it relates to the assigned areas of responsibility and serves as the institutional FERPA compliance coordinator.
- Develops effective collaborative partnerships with Admissions, Academic Advising, Financial Aid, Distance Education, Academic Affairs, Faculty, Student Accounts and other services/practices as related to student services.
- Develops and manages annual departmental program review including integration of units' plans, Academic Catalog, Academic Calendars, and assessments with institutional planning and assessment initiatives.
- Monitors operational activities to meet goals, ethics and guidelines, and to ensure compliance with state and federal regulatory authorities, and accreditation standards.

Duties/Responsibilities:

- Provide oversight of registration and registration reporting processes.
- Provide accountability for implementing and monitoring policies concerning student enrollment; enrollment verification; academic records; matriculation; transfer work; grade reporting and processing; academic progress; graduation; and certificate and degree certification.
- Prepare annual and semester schedules and Academic Calendars to assist in publication of Academic Catalog in partnership with Dean of Students, Financial Aid, and the Office of Academic Affairs and other offices as relevant.
- Coordinate commencement activities and programs in conjunction with the Office of Academic Affairs.

- Develop appropriate recommendations for the implementation of related technology applications in support of enhanced services.
- Maintain, generate and analyze data and reports, to support assessment and development of a culture of continual quality improvement.
- Coach and train assigned staff with a performance improvement focus and perform periodic and annual performance reviews as appropriate.
- Manage the academic catalog, including catalog updates and revisions.
- Ensure continued accuracy of degree audits and supervise the coordination, evaluation and certification of all graduation applications while overseeing degree conferral process.
- Perform related duties as required.

Qualifications:

Required Qualifications:

- Bachelor's degree from an accredited institution with three to five years' experience in college or university Registrar's Office or related experience with direct experience in managing or maintaining a student information system.
- Be a committed Christian and in good standing with a local church.
- Be in agreement with the doctrinal position of the college and able to sign its core doctrinal statement without reservation.

Preferred Qualifications:

- Master's degree from an accredited institution with three to five years of progressive experience in the Registrar's Office of a college.
- Experience with CampusNexus Student (web client) or CampusVue (desktop client) a strong plus.
- Bilingual in English and Spanish (speak, read, and write).

Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):

- Excellent relational, communications, academic and administrative skills.
- Ability to identify and communicate mission and vision and develop implementation strategy to achieve the same.
- Ability to manage student information system solutions to support the delivery of high-quality and cost-effective services and communications to students.
- In depth knowledge of registrar's office and student registration best practices and regulatory requirements.
- Ability to pull reports and analyze data using appropriate research methodologies to provide accurate and timely information for leadership at the college.
- Commitment to outstanding student service.
- Ability to manage multiple projects simultaneously while achieving goals and objectives.
- Ability to counsel with students and provide advice and directions as appropriate to resolve issues and complaints.
- Proficiency in use Microsoft Word and Excel, PowerPoint, Internet, and email and other data management software applications used in research and analysis.

Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):

- Maintain and submit accurate and timely reports and assessments.
- In collaboration with associate vice president for enrollment and student success, develop and submit semester and annual reports associated with the cycles of enrollment management.
- Analysis of events and activities, such as registration and enrollment, degree audits, graduation, processing of transcript request, posting of degrees, retention, etc.

- Develop and manage operational fiscal budgets within approved parameters.
- Develop measurable outcomes and produce associated results.

Mobility/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 20 pounds.

Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):

- Typical office and higher education environment
- Ability to work evening and weekends as needed in support of student enrollment activities.

Security Sensitive: Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.