

Associate Registrar – Howard Community College

About Howard Community College:

Howard Community College (HCC) is an exciting place to work, learn, and grow! HCC has been awarded the distinction as a "Great College to Work for" since 2009 from The Chronicle of Higher Education.

Howard Community College values diversity among its faculty, staff and student population. We are an innovative institution that is committed to responding to the ever-changing needs and interests of a diverse and dynamic community. No matter where you want to go in your career, you can get there from here!

Job Description:

The associate registrar serves as a key member of the Office of Records, Registration, and Veterans' Affairs (RRVA) team, contributing to strategic planning, enrollment management, curriculum review, emergency preparedness, state and federal compliance, core work enhancement, performance management, student record and data management and statistical analysis, presentation, reporting, and outcomes assessments. The associate registrar plays a key role in the enrollment information development and submission process, preparing state and federal reports, developing and disseminating internal enrollment statistics, including weekly enrollment reports and demographic reports during registration periods, and answering ad hoc internal data requests. This position continuously collaborates to further develop and circulate accessible data and reports. This position assists with the management of course requisite coding and enforcement along with other academic and enrollment processes. This position supervises the graduation coordinator and hence is directly responsible for all graduation clearances, certifications, and meeting graduation targets. The associate registrar co-chairs the commencement planning team including preparation, budget requests, and the execution of the event. The associate registrar leads development all of RRVA's user documentation and manuals related to technology, and provides oversight, training, and staff development in technology related to the office's operations. The associate registrar works closely with other college units on process enhancements and technical solutions. The associate registrar assists with the preparation of the registration-related portions of the web, schedule of classes, college catalog, registration documents, and other publications. The associate registrar is a back-up chair to the registration appeal committee, ensuring equity and due process. This position also serves as a back-up college certifier for the National Junior College Athletic Association (NJCAA).

WORK PERFORMED

- Prepares data for the external enrollment information submission process, including state and federal reporting. Oversees submission of enrollment, graduation, and Gainful Employment reports to the National Student Clearinghouse.
- Performs data queries and answers ad hoc report requests on enrollment statistics in addition to providing weekly enrollment reports, and demographics during registration periods. Works across college units to continuously collaborate on the further development data and reports, ensuring accessibility and training colleagues, as needed.
- Manages the administration of residency procedures and determines outcome of residency appeals. Oversees record management related to residency mismatches and coordinates with enrollment services and finance to ensure accurate classifications.
- Collaborates with academic affairs and admissions & advising in the management of course requisite coding and enforcement.
- Manages the administration of graduation clearance processes; oversees the production and certification of degrees and awards, and the application of the General Education designator on credit transcripts.

- Assists in the administration of the annual commencement ceremony, including co-chairing the commencement committee, oversees the organization of all logistics and budget requests, communication to campus constituencies, development and implementation of specialized programs for graduates, arranging contracts and other business with vendors, and assists in the preparation of the Commencement program and script.
- Ensures internal office procedures manuals remain current; contributes to the review of college policies and procedures and other official publications.
- Coordinates all technology implementations and enhancements related to office processes, and works closely with information technology and other units to accomplish this work.
- Directly responsible for hiring, training, developing, and supervising full and part-time budgeted staff, part-time hourly staff, and student workers.
- Assists in the administration of the student academic records process including creation, maintenance, update, security, and integrity of official student academic records in all formats for credit and noncredit students as recorded in the student information system and digital imaging.

Requirements:

- Bachelor's degree required; master's degree strongly preferred.
- Five years of prior experience in a collegiate enrollment services or student information systems office required.
- Experience working in a community college setting with various college units and special populations strongly preferred.
- Five years of experience in a supervisory capacity in a high volume, customer service oriented unit required.
- Thorough knowledge of registration processes and systems, state and federal reporting, and the enrollment management process required.
- Outstanding technology skills required, including comprehensive knowledge of student information systems (Ellucian's Colleague preferred), Windows, MS-Office, querying and business intelligence software, digital imaging and archive management, network and website maintenance, and other applications required, as well as the interest and skills to seek and implement technological solutions.
- Outstanding decision making, problem solving, organization skills, and research abilities required.
- Required ability to develop, identify, and manage multiple priorities in a fast-paced, deadline driven environment while providing exemplary customer service.
- Strong working knowledge of FERPA required, preferred experience with the Solomon Amendment, NJCAA, Veterans Affairs, and Tuition Assistance.

Additional Information:

Hours Per Week: 37.5

Work Schedule: Monday-Friday, 8:30a.m. - 5p.m.

Compensation: \$64,448 plus excellent health insurance, paid leave and tuition reimbursement

Grade: 15

FLSA Status: Exempt

Open Until Filled; For Best Consideration Submit By: April 26, 2017

Howard Community College (HCC) is an Equal Employment Opportunity & Affirmative Action employer & values diversity within its faculty, staff & student population. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, gender, sexual orientation, gender identity, genetic information, disability or protected veteran status.

HCC understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance with the job application process, please contact the Office of Human Resources at 443-518-1100. The TDD line phone # is: 443-518-4822.

Application Instructions:

Apply here: <https://howardcc.interviewexchange.com/jobofferdetails.jsp?JOBID=83110>