



**Position Description**

			<b>Date: 2/27/18</b>
<b>Job Title:</b>	Registrar	<b>Appointment Category:</b>	Full Time
<b>Reports To (Title):</b>	Dean of Admissions	<b>Appointment Type:</b>	Regular
<b>Department:</b>	Enrollment Management	<b>Salary Type:</b>	Monthly/Salaried
<b>Hours:</b>	Full Time	<b>FLSA:</b>	Exempt

**Position Summary: Describe the general purpose of the job.**

The Registrar is responsible for the leadership, oversight, and assessment of enrollment management information systems and administrative processes to ensure a unified, student-centered approach to data and student services. This position is responsible for recruiting, mentoring, counseling, and disciplining of the employees within the unit, as well as professional growth and development of the unit's staff.

The Registrar is responsible for providing advice and data analysis to assist in guiding the Office of Enrollment Management. The Registrar will be responsible for developing and analyzing enrollment-related data, research, and enrollment trend data, which will affect decisions related to recruitment, retention, enrollment, admissions, scholarship strategies, and communications and marketing materials. The Registrar will manage the activities and priorities of all internal departments and third party vendors responsible for all aspects of student academic record management, planning and implementing effective registration and records student services, and for leading organizational and procedural changes that affect student services for registration and records.

The Registrar closely works as a liaison between Ellucian, enrollment management teams, and Information Technology for initiatives related to enrollment management. In this position, the incumbent will develop and monitor processes that ensure data integrity within the information systems of the Office of Enrollment Management and work in conjunction with the Office of Institutional Research and Data Integrity Committee to ensure the integrity of all enrollment data. The Registrar oversees and manages all enrollment records and reports.

As a liaison to the faculty, the Registrar will schedule all final exams and exam schedules, schedule all semester course and lecture room assignments, verify satisfactory academic progress for the Office of Financial Aid and for NCAA athletic eligibility certification. Leading and overseeing the reporting of academic standings, degree audit, academic convocation, academic awards, degree audit services, and grade processing. The Registrar oversees all course registration services.

In close consultation with the Dean of Admissions, the Registrar will develop and implement comprehensive student enrollment plans that are consistent with the overall strategic plan of the University, including on-campus and off-campus programs, student search, and enrollment management strategies.

The Registrar also serves as one of the primary contacts for students and their family, school counselors and advisors and other individuals or organizations involved in the enrollment process. The Registrar will communicate and work with students, primarily by in-person appointments, telephone, and email, on the enrollment process and opportunities at Georgian Court University.

This position requires the ability to travel, both locally and nationally, which may include evening and weekend hours.

The incumbent must possess a strategic and curious mind with an ability to communicate and create interest in the University with prospective students. This professional must be enthusiastic, people-oriented and enjoy working with college students. This position resides in a fun and fast-paced department, and the incumbent should live by

details, have exceptional organization skills, and have a positive attitude.

**Essential Functions: List the primary on-going responsibilities that are necessary to accomplish the purpose of the job.**

In this role, the incumbent is responsible for:

- Supervising and managing the operations of the Office of the Registrar; developing written enrollment policies and procedures that support the University's mission and strategic plan; overseeing the hiring, training, and evaluation of new employees; preparing the annual budget proposal and monitoring expenditures.
- Implementing comprehensive enrollment management plans that are consistent with the overall strategic plan of the University, on-campus and off-campus programs, student search, and enrollment management strategies.
- Leading team meetings to establish priorities and tasks designed to meet weekly, monthly, and annual goals. Supervising efforts, tracking progress towards individual employee goals.
- Using data to inform enrollment decision-making related to setting goals, establishing projections and models, achieving objectives, and delivering bottom-line results. Produce weekly status reports and comprehensive final reports each year.
- Collaborating with the Office of Communications and Marketing and external vendors on the development of enrollment publications and materials.
- Acting as liaison between Ellucian and enrollment management team for IT-related initiatives for the Enrollment Management Division.
- Collaborating with the offices of Admissions, Billing and Student Accounts, Financial Aid, and Advising to facilitate the enrollment process.
- Communicating with School Deans and academic departments regarding the data and reporting of student enrollment.
- Preparing, maintaining, and distributing a series of activity and enrollment reports designed to keep key Georgian Court University personnel up-to-date on the status of student enrollment.
- Work with Ellucian to facilitate the resolution of IT-related issues for the Enrollment Management Division.
- Oversee and maintain an effective coding scheme for enrollment management systems.
- Develop and monitor processes that ensure data integrity within the information systems of the Enrollment Management Division.
- Work in conjunction with Institutional Research and/or the data integrity committee to ensure that data from the Enrollment Management Division can be extracted for university reporting purposes.
- Develop/monitor departmental strategic plan.
- Manage records and maintain integrity of academic records.
- Schedule exams and course and lecture room assignments.
- Verify satisfactory academic progress for NCAA athletic eligibility certification.
- Implement academic policies.
- Prepare and manage departmental budget.
- Oversee the Academic Catalog.
- Oversee reporting of academic standings, academic convocation, and academic awards for Commencement.
- Oversee course registration services, degree audit services and grade processing.
- Understanding, applying, maintaining and ensuring all student information is accurate and complete and in compliance with mandatory University, state and federal policies, and Middle States Commission policies and practices regarding student data and records.
- Maintaining current knowledge of university curriculum, rules, regulations, and guidelines applicable to students.
- Participating in appropriate local, state, and national professional organizations. Identify and attend at least one professional development seminar and present the information to the enrollment staff.
- Representing the office on a variety of University committees.
- Integrating the core values of respect, compassion, integrity, justice, and service in all aspects of interaction.

- Other duties as assigned.

The Registrar will ensure that all communications follow brand guidelines and work to maintain and advance Georgian Court University's commitment to environmentally sustainable practices.

**Miscellaneous/secondary responsibilities that are sometimes involved in this job.**

**Qualifications: Describe experience, education, skills, and certifications/licenses and related course work typically required or expected to perform essential job functions.**

**The minimum qualifications for this position are:**

- Bachelor's degree required; Master's preferred.
- At least 5 years of experience in registration/Assistant or Associate Registrar or equivalent background in higher education.
- Experience using student information systems, customer relationship management (CRM) systems, and communication technologies.
- Proven management and mentoring skills and experience working with professional and support staff to implement and execute programs.
- Demonstrated success in developing and implementing enrollment plans that meet institutional objectives.
- Strong quantitative and data analysis skills and the ability to use data to make decisions.
- Excellent professional demeanor
- Proficiency using Microsoft Office, especially Word, Excel, PowerPoint, and other email, database and spreadsheet applications and Adobe Acrobat.
- Strong familiarity with PowerCAMPUS software or similar student information system software.
- Ability to read and comprehend technical manuals
- Excellent listening, communication, interpersonal and relationship-building skills with the ability to communicate clearly in person and writing
- Ability to establish and maintain effective working relationships with other employees, students and the general public
- Ability to maintain the highest degree of confidentiality
- Ability to work independently, completing work in a thorough and timely manner and balancing competing demands with courtesy and tact
- Ability to courteously and accurately provide information to employees, students and the general public
- Ability to quickly learn and retain a large body of general University information, including activities, functions, personnel, rules, policies, regulations, procedures, etc.

**The preferred but not required qualifications for this position are:**

- Experience managing a One-Stop Department
- Experience with Ellucian Systems
- Experience with PowerCAMPUS
- Experience with Technolutions Slate CRM
- Bilingual
- Knowledge of college admissions or marketing and sales

<b>Use of Equipment: Place an "X" next to each type of equipment typically used to perform the job.</b>					
X	Adding Machine/Calculator	X	Printer	Microfiche (ERIC & KCDL)	
X	Photocopier	X	Telephone	CRT	
X	Fax Machine	X	Personal Computer	Hand Truck	
X	Typewriter		Modem		
<b>Travel Requirements: Place an "X" next to the statement that best describes your usual travel requirements on company business only (meetings, seminars, training).</b>					
X	Little or no travel required (less than 10%)				
	10% to 20%				
	20% to 30%				
	More than 30%				
<b>Lifting Requirements: Place an "X" next to the statement that best describes your usual lifting activity.</b>					
	<b>Sedentary</b>	Lifting up to 10 pounds maximum and occasionally lifting and/or carrying small items (files, manuals, binders)			
X	<b>Light</b>	Lifting 20 pounds maximum with frequent lifting and/or carrying objects up to 10 pounds			
	<b>Medium</b>	Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds			
	<b>Heavy</b>	Lifting 100 pounds maximum with frequent lifting and/or carrying objects up to 50 pounds			
	<b>Very Heavy</b>	Lifting objects in excess of 100 pounds with frequent lifting and/or carrying objects weighing 50 pounds or more.			
<b>Physical Effects of Working Conditions: Place an "X" in the column that best describes time spent in the following physical activities.</b>					
		<b>Not Applicable</b>	<b>Less than 20%</b>	<b>21 to 50%</b>	<b>More than 50%</b>
	<b>Stand</b>			X	
	<b>Walk</b>			X	
	<b>Sit</b>				X
	<b>Driving</b>		X		
	<b>Bicycling</b>	X			