

New Jersey Institute of Technology

**Associate Director**

Office of the Registrar

Division of Academic Support and Student Affairs

**Title:**

Registrar

**Position Summary:**

The Registrar directs the operations and management of the Office of the Registrar including course and classroom scheduling course registration maintenance of student academic records including transfer credit course postings degree audit system degree validation and graduation certification enrollment reports compliance with academic policies and FERPA regulations and other responsibilities appropriate to a Registrar as may now be in place or may be put in place in the future. The Registrar is the officer responsible for oversight and administration of academic policies as they pertain to student records and maintenance of all academic information about NJIT's students. The Registrar oversees the compliance reporting of student enrollment and degrees awarded to the US Department of Education through reporting to the National Student Clearinghouse based on data standards and schedules from the DOE. The Registrar interacts with and serves as an expert resource for the academic affairs area as well as to academic support and student affairs offices to provide advice and assistance for implementation and administration of academic policies based on best practice guidelines promulgated by the American Association of Collegiate Registrars and Admission Officers (AACRAO) in conjunction with the needs of the University.

**Essential Functions:**

1. Coordination/scheduling of the University's semester course offerings following accepted best practices. The schedule must be organized in a coherent sequence addressing the curricular requirements of the university along with the patterns to optimize undergraduate and graduate enrollment. Works with academic offices to ensure best fit distribution for student needs.
2. Work closely and collaboratively with other administrators departments and faculty governing bodies and committees to educate on provide advice and interpretations regarding compliance to existing NJIT registration policies and procedures.
3. Interpret the University Catalog for all issues relative to credit and transfer policies and the acceptance of courses from other agencies as equivalents to NJIT courses by guidelines provided by the faculty governing bodies.
4. Cultivate internal and external relationships to better understand support and inform academic initiatives for all constituents and to develop and adapt registration polices and processes that

support and advance student academic experiences and learning outcomes. Provide leadership and advice on issues related to academic policy curriculum and compliance with Federal laws and regulations including FERPA to the University community.

5. Recruits trains and supervises office personnel including work allocation and problem resolution. Evaluates performance based on mutually established objectives. Offers recommendations for personnel actions both positive for productivity and negative for not meeting predetermined objectives that have been clearly communicated to the employee. Uses best practices to motivate employees to obtain goals based on each employee's unique situation. Understands and follows appropriate employee relations requirements based upon in place union contracts which may now and in the future apply to staff in the Office of the Registrar.

6. Oversees all facets of the daily operations of the Office of the Registrar to ensure compliance with University State and federal laws policies and regulations. Confers with immediate supervisor if discrepancies are noted that would be in violation of laws policies and regulations to obtain mutually developed solutions for remediation.

7. Establishes and implements short- and long-range goals objectives policies and operating procedures and communicates these to all appropriate staff and immediate supervisor.

8. Develops or assists with the development and implementation of policies and procedures consistent with those of the University to ensure efficient and safe operation conditions in the Office of the Registrar. Where discrepancies are noted confers with immediate supervisor.

9. Participates in the development and management of annual operating budgets for the Office of the Registrar.

10. Oversees the University's Ellucian Banner (or any future student information system that the university may elect to use) registration modules.

**Additional Functions:**

1. Must have knowledge of and stay informed of changes in National Collegiate Athletic Association (NCAA) applicable rules bylaws constitutions and related University rules as they pertain to student eligibility to participate in sanctioned NCAA events or to participate in varsity team sports.

2. Assist students in understanding and meeting registration and graduation requirements including addressing any challenges students may encounter.

3. Collaborate with Rutgers University-Newark for joint NJIT/Rutgers programs and cross-registration in courses at both Universities.

4. Oversee any current or future technology and related software as may be used now or in the future to serve the registration-related needs of the university and its students.

5. Represents the University at various community and/or business meetings consistent with the practices and objectives for such participation as may be established by the University.
6. Encourage and provide professional development for the staff in the Office of the Registrar to ensure the office provides exceptional service to all constituents.
7. Develop and analyze reports and interpret data to share with NJIT leaders to shape discussions and decisions involving course enrollment institutional planning academic programming and curricular polices/procedures.
8. Use of the student information system to ensure web portals for student access for their course schedules and any changes that take place.
9. Preparation of semester final exam schedules based on policy development and advice provided by the Provost office.
10. Administration and maintenance of the on-line Course Catalog in conjunction with information approved by authorized constituents for each element of the Catalog.
11. Position responsibilities related to Registrar functions and assigned by the immediate supervisor after mutual discussions with the Registrar.

**Essential Characteristics:**

- a. Honesty and integrity and the ability to project these characteristics to others.
- b. Excellent organization skills and attention to detail.
- c. Ability to interact and collaborate effectively with a diverse population of students' parents' faculty and staff.
- d. Team-building skills through communication training and personal development of staff is essential.
- e. Positive attitude and ability to plan and adapt to change.
- f. Excellent customer service skills and ability to maintain productive constituent relationships
- g. Excellent verbal written analytical and critical thinking skills.
- h. Demonstrated effective leadership and organizational skills with experience in organizational change management concepts and approaches.
- i. Ability to prioritize multi-task and adhere to deadlines.
- j. Demonstrated commitment to fostering a diverse working and learning environment.

k. Knowledge of and compliance with relevant Federal State and institutional policies procedures and statutes.

l. Demonstrated comfort in working in and contributing to leading edge technology to maximize the effective and efficient delivery of all services.

**Prerequisite Qualifications:**

1. Master's degree from an accredited institution required.

2. Minimum of 5 years of direct experience in a Registrar's office at the Assistant Registrar level or above with a work background that demonstrates comprehensive understanding of all elements of a complex registrar operation.

3. Experience at a functional and operational level for the use of student information system(s) on-line catalog management systems classroom scheduling and optimization systems degree audit systems NSC enrollment and degree compliance reporting to US Department of Education and use of query tools for extracting and reporting of student information to all constituents with a right-to-know.

4. Understanding of FERPA and associated educational initiatives for a University community.

**Preferred Qualifications:**

1. Earned PhD/EdD degree from an accredited institution.

2. Direct experience with and managing the Ellucian Banner student information system. At the university's discretion the education and experience prerequisites may be excepted where the candidate can demonstrate to the satisfaction of the university an equivalent combination of education and experience specifically preparing the candidate for success in the position.