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# Northampton Community College

## Job Title

Registrar

## Summary

The Registrar supervises, develops, plans and coordinates the College's Records Office and participates as a member of the Student Affairs & Enrollment leadership team to achieve the goals of the division and the College.

## Job Description

(1) Leads, manages, and develops staff to facilitate comprehensive records and registration operations: directs and supervises the efforts of the staff for the Records Office, and Processing Center; makes recommendations concerning the employment, advancement, and retention of the staff of the area. (2) Administers the Records and Registration functions: ensures student records are compliant with institutional, state and federal regulations, including FERPA; develops the registration procedures for all credit and non-credit programs including development of the class schedule; initiates, evaluates, and supervises computer procedures in the student information system; processes all grades; establishes procedures for transfer credit evaluations; evaluates and processes all change of program requests; establishes procedure for certifying graduates and develops the college's enrollment and graduation reports. (3) Coordinates with college personnel and the community; facilitates lines of communication with the academic administration and faculty; assists the Academic Policy Committee in the interpretation of academic policies. (4) Develops and manages the budget; develops the preliminary office budget; administers the approved office budget. (5) Implements special responsibilities: oversees special projects and coordinates events, such as organizing commencement, communicating with graduating students, and making other arrangements as assigned; participates in college committees and work groups; performs other duties as may be assigned by leadership.

## Minimum Qualifications

**Education:** (a) bachelor's degree required/ master's degree preferred in student personnel, counseling, higher education administration or a related field from a regionally accredited college.

**Skills, Knowledge, and Abilities:** (a) functional expertise in the technologies of storage, retrieval, retention, archiving, and purging of students records in a higher education setting. (b) organizational, communicative, and leadership skills; c) ability to organize and work effectively with small and large groups; (d) ability to function effectively as a member of the Student Affairs team; (e) ability to relate to students, academic personnel, and staff; (f) ability to adapt to differences and changes in program, colleague, student, and community characteristics; (g) desire and ability to make decisions based on an orientation to people that serves the clientele for the College; (h) skills in interpersonal relations; (i) ability to work with and relate to community constituencies.

**Experience:** (a) At least five (5) years of relevant experience, as defined in the “Skills, Knowledge, and Abilities” described above, is required; (b) demonstrated competency to serve in an administrative capacity.

**Open Date** 06/13/2017

**Close Date** 07/10/2017

**To Apply** All applications must be made online at <https://ncc.peopleadmin.com/postings/3218>

More information can be found at our careers site, [www.northampton.edu/jobs](http://www.northampton.edu/jobs)