NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Assistant Registrar

**Department:** Student and Outreach Services  
**FLSA Status:** Exempt  
**Grade/Level:** Admin/Prof Classification I  
**Work Schedule:**  
Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor  

**Job Status:** Full Time  
**Reports To:** Registrar  
**Amount of Travel Required:** As needed  
**Positions Supervised:** None  
**Contract Length:** 12 months

**PURPOSE**

The Assistant Registrar is responsible for the daily activities of the Registrar’s Office, student workers, and temporary personnel. The Assistant Registrar is responsible for academic records ensuring quality, timely delivery of transcripts, and various grading and academic processes.

**Major Responsibilities:**
- Manages the overall daily activities of the Registrar’s Office and assumes responsibilities in the absence of the Registrar.
- Hires, assigns, and trains student workers.
- Is responsible for imaging certified rolls, final grade sheets, grade changes, incompletes, and graduation information in Docubase.
- Updates student records for CLEP, Credit by Exam, I to F processing, grade petitions, honors credits, and information needed for the Coordinating Board State reports.
- Sends “official” student transcripts each day.
- Has detailed knowledge of the College policies and procedures.
- Assists students, faculty and staff on a daily basis with questions and opportunities.
- Assists with registration, drop/add, scheduling process and the online registration.
- Assist in the reporting of enrollment data to the Texas Higher Education Coordinating Board: CBM-001-002-004-00A-00C-006-009-008.
- Assists in the processing of withdrawals.
- Maintains satisfactory progress information for outside agencies, i.e., veterans administration, social security, immigration, etc.
- Prepares academic honors list for fall and spring semesters to the appropriate offices.
- Assists in the review of student requirements for graduation and issue degrees and certificates, order diplomas, help prepare program for graduation, and post degrees and certificates to transcripts.
- Assists in maintaining student information for state, federal, and local reports.
- Maintains an up-to-date inventory of printed forms and general office supplies.
• Assists in maintaining the academic probation, suspension, and readmissions lists.
• Maintains accuracy of degree audits.
• Assists students, faculty, and others with general information.
• Assists with the interpretation and application of academic rules and regulations.
• Assists with the institutional policy concerning confidentiality of student records and the Family Educational Rights and Privacy Act of 1974.
• Participates in professional development through webinars or by attending related state, regional, and national meetings, conferences, and/or workshops such as the Texas Association of Collegiate Registrars and Admissions Officers and the American Association of Collegiate Registrars and Admissions Officers, and East Texas TACARO or the Texas Higher Education Coordinating Board (THECB).
• Coordinates work activities with those of other student services professional.
• Assists in institutional research.
• Other duties as assigned.

Position Characteristics

• Must be able to work independently, exercise confidentiality, and provide good customer services to students, faculty, staff, and visitors.
• Exceptional verbal and written communication skills are essential.

Qualifications

Bachelor’s degree required; Master’s preferred.
Knowledge and understanding of the Texas Higher Education Coordinating Board’s reporting requirements is a plus.
At least two years of successful experience in a registrar’s environment, preferably at the community college level and/or working with mainframe and microcomputers.
Requires knowledge of workforce and academic curricular requirements, knowledge of the curricular offerings of other institutions, and the ability to advise students regarding their educational pursuits.
Demonstrated ability to lead and manage professional and support staff and to create written narrative reports as well as the aptitude and experience in analyzing and interpreting statistical data.
The ability to work in a fast-paced, high demand customer service environment and superb customer service and negotiating skills required.
Familiarity with AACRAO and TACRAO guideline regarding records management
Familiarity with the Implementation of the Family Educational Rights and Privacy Act (FERPA) of 1974
Knowledge and understanding of the Texas Common Course Numbering system
Committed to the community college philosophy and success opportunities for all students
Additional Information

This position performs some admissions and recruitment duties as needed. The Admissions and Records Office is staffed with three people: the Director Admissions, the Registrar, a clerical position, and student workers when available.

SIGNATURES:

____________________________________  __________________________
Assistant Registrar  Date

____________________________________  __________________________
Registrar  Date

____________________________________  __________________________
Vice President for Student and Outreach Services  Date

____________________________________  __________________________
President  Date
SIGNATURES:

________________________________________________________  ______________________
Associate Director of Financial Aid  Date

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Director of Financial Aid  Date

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Vice President of Student and Outreach Services  Date

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President  Date

Job description developed:  2009
Reviewed:  
Revised:  June 28, 2010, by Diana Hall
Prepared by:  