NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Registrar

**Department:** Student and Outreach Services  
**Job Status:** Full Time  
**FLSA Status:** Exempt  
**Reports To:** Dean of Enrollment Management and Director of Financial Aid  
**Grade/Level:** Admin/Prof Classification II-B  
**Amount of Travel Required:** As needed  
**Work Schedule:** Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor  
**Positions Supervised:** Student workers and clerical staff as needed  
**Contract Length:** 12 months

**PURPOSE**  
The Registrar is responsible for registering students in an efficient, effective, and student-centered manner. The Registrar maintains records of students, classes, course offerings, and pertinent statistical data. The Registrar maintains student records from acceptance until graduation or transfer; verifies student enrollment for outside agencies; and checks class rolls for correction and certification of Coordinating Board reports. The Registrar participates in a number of professional meetings and conferences in order to maintain current knowledge of policies and practices used in colleges.

**Major Responsibilities:**

- Develop registration procedures and register students.
  a. Publish registration procedures and dates in the College catalog and schedule of classes.
  b. Develop class size enrollments in cooperation with VP of Student and Outreach Services.
  c. Maintain lists of closed classes
  d. Provide students with information on transfers, withdrawal, and related problems.
- Maintain transcripts and transcript services.
- Report semester enrollment data to the Texas Higher Education Coordinating Board: CBM-001-002-004-00A-00C-006-009-008.
- Assist students in withdrawal from the college.
- Assist with course equivalency and transferability of credits.
- Maintain satisfactory progress information for outside agencies, i.e., veterans administration, social security, immigration, etc.
- Prepare academic honors list for fall and spring semesters.
- Co-operate with other offices in placing students’ transcripts on “HOLD” when necessary.
- Review student requirements for graduation and issue degrees and certificates, order diplomas, help prepare program for graduation, and post degrees and certificates to transcripts.
- Maintain student information for state, federal, and local reports.
- Collect information to input class schedule each semester.
- Inventory printed forms and general office supplies.
• Process final grade sheet for each semester and send to faculty and contact Computer Services to open the Faculty CampusConnect (FAC).
• Enter grades and check faculty use of FAC for grades at the end of each semester. Run end-of-semester reports and transfer grades to the transcript file.
• Evaluate student transcripts from other colleges and universities.
• Maintain academic warning, suspension, and readmissions lists. Produce list of students, see that letters are sent to students, maintain COMMENT file and place student on “HOLD”.
• Process and print class rolls for each semester; sent to faculty, collect “official” rolls and correct any adjustments of rolls.
• Certify rodeo, softball, and baseball student athletics for participation in respected areas.
• Assist students, faculty, and others with general information.
• Assist with the interpretation and application of academic rules and regulations.
• Assist with the institutional policy concerning confidentiality of student records and the Family Educational Rights and Privacy Act of 1974.
• Supervise and process changes in enrollment, including withdrawals.
• Prepare enrollment, scholastic, census, geographical distribution, major, degree and matriculation reports.
• Assist in preparation of College calendar.
• Update college catalog concerning sections dealing with the Admissions & Records Office.
• When the Associate Director of Admissions is not available, assist with the admission of students.
• Maintain professional development by participation in state, regional, and national professional organizations. (Texas Association of Collegiate Registrars and Admissions Officers and the American Association of Collegiate Registrars and Admissions Officers, and East Texas TACARO)
• Coordinate work activities with those of other student services professional.
• Assist in institutional research.
• Serve on various committees as assigned and needed.
• Other duties as assigned.

POSITION CHARACTERISTICS:

The position requires:

• Knowledge of student requirements, workforce and academic curricular offered by the College.
• Knowledge of the curricular offered by other institutions, and the ability to advise student on their educational pursuits.
• Responsibility for the overall supervision, planning, budgeting and administration of the records area of the College.
• This includes registration, graduation, data analysis, statistical reports, and the People Oriented Information Systems for Education (POISE) computer system.
• Strong organizational and managerial skills and experiences in managing registration activities.
• Working directly with students, faculty members, and academic and administrative groups.

QUALIFICATIONS:
• Bachelor’s degree required; master’s preferred. Knowledge and understanding of the Texas Higher Education Coordinating Board reports a plus.
• Experience working with mainframe and microcomputers.
• 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.
• Knowledge and understanding of the Texas Common Course Numbering system.
• Minimum of two years successful experience in a registrar’s environment, preferably at the community college level.

SIGNATURES:

______________________________________    _______________
Registrar                                      Date

______________________________________    _______________
Dean of Enrollment Mgmt./Director of F.A.     Date

______________________________________    _______________
Vice President for Student and Outreach Services Date

______________________________________    _______________
President                                     Date