

# Richmond Community College

## Job Description

**Position Title:** Registrar

**General Description:** The Registrar, under the authority of the VP for Student Services, is responsible for coordinating and supervising all admissions, registration, orientation, and graduation procedures and is also responsible for all student records in accordance with state, federal, and institutional regulations.

**Duties and Responsibilities of the Position:**

1. Plans, coordinates and supervises the admissions, records, and registration procedures of the College.
2. Responsible for collecting, recording, maintaining, and reporting of student records within FERPA guidelines, e.g., grades, registration data, transcripts, mid-term verification, and audits.
3. Supervise and evaluate employees in the Admissions, Records, and Registration area.
4. Collaborate with administrators, department chairs, faculty, IT and counselors to facilitate and improve services to students, including catalog and registration/records policy questions.
5. Provide leadership and develop appropriate recommendations for the implementation of technology (Datatel).
6. Serve as permanent member of the Graduation Committee, Orientation and Registration, and as an ex-officio member of the Curriculum Committee.
7. Supervise the preparation of grade reports and transcripts at the end of each semester and supply transcripts of former students at their request.
8. Complete all of the CRFPA, Clearinghouse and all audit reports concerning curriculum reporting.
9. Evaluate transcripts of transfer students for credit.
10. Ensure timely delivery of transcript requests.
11. Plans, organizes, and manages the graduation exercises.
12. Verifies that all graduating students have met presented degree or diploma requirements.
13. Order diplomas and degrees, caps & gowns for curriculum students and faculty.
14. Provide world-class customer service to students, faculty, staff and the public.
15. Maintain a professional rapport while creating an environment in Student Services and on campus which encourages growth, supports academics, respects people and their differences, and promote communication and participation.
16. Participate in professional development activities and serve on college committees that support the goals and objectives of the college.

17. Other duties. (Willingness to accept and fulfill additional assignments.)

**Position Qualifications:**

**Knowledge, Skills and Abilities:**

Understanding of and commitment to the unique nature and role of the community college with special reference to the total fulfillment of the open door policy.

Understanding of and commitment to the mission and vision of Richmond Community College. Demonstrated ability to exercise initiative, tact and diplomacy, and possess a positive student-oriented attitude. Strong attention to detail and the ability to understand and comply with all regulations.

**Minimum Education and Experience:**

Bachelor's degree required. Master's preferred. Two years in supervision and three years in a computerized record management system required; (with a strong preference for Datatel experience). Experience with data reporting to state, federal, and institutional authorities preferred.

**Salary Level:** Salary Level 10

**Location:** Main Campus

# Questionnaire for Compliance with Americans with Disabilities Act

## Interview guide for collecting job analysis information

**Job Title:** Registrar

**Division:**

**Location:** Main Campus

**Supervisor's Title:** Sharon Goodman

**Department:** Student  
Services

**Shift:**

**1. General Purpose of Job.** Briefly describe the job's primary purpose or contribution to the department or organization.

See job description.

**2. Duties and Responsibilities.** List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description.

**3. Supervisory Responsibilities.** If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

### 4. Physical Demands:

**4A.** How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

|                                     | Amount of Time                      |                          |                                     |                                     |
|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
|                                     | None                                | Up to<br>1/3             | 1/3 to<br>2/3                       | 2/3 and<br>more                     |
| Stand                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Walk                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Sit                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Talk or hear                        | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Use hands to finger, handle or feel | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Climb or balance                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Stoop, kneel, crouch or crawl       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Reach with hands and arms           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Taste or smell                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |

**4B.** Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

|                      | Amount of Time                      |                                     |                          |                          |
|----------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
|                      | None                                | Up to<br>1/3                        | 1/3 to<br>2/3            | 2/3 and<br>more          |
| Up to 10 pounds      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 pounds      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 pounds      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| More than 100 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

**4C.** Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☐ Distance vision (clear vision at 20 feet or more)
- ☐ Color Vision (ability to identify and distinguish colors)
- ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

**4D.** Make notes on the specific job duties that require the physical demands selected above.

The specific vision abilities required by this job would be close vision and the ability to adjust focus while performing such job tasks as evaluating transcripts, completing paperwork and entering information into a computer, etc.

**5. Work Environment:**

**5A.** How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

|                                     | None                                | Amount of Time           |                          |                          |
|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
|                                     |                                     | Up to<br>1/3             | 1/3 to<br>2/3            | 2/3 and<br>more          |
| Wet, humid conditions (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles         | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather)          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather)          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of radiation                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**5B.** How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☒ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☐ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

**5C.** Make notes on the specific job duties that are affected by the environmental conditions selected above.

This job is located in an office with moderate noise and is affected daily by this environmental condition.

**6. Comments.** Include any other information that will aid in the preparation of an accurate description of this job.

**7. Questionnaire prepared by:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

## **Exposure Determination for Bloodborne Pathogens**

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

### **CLASSIFICATION I**

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

### **CLASSIFICATION II**

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

### **X PERSONNEL NOT COVERED BY THE STANDARD**

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.