

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Registrar**

Data Year: 2017

Prepared On: 11/10/2017

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Department:	Registrar	Grade:	12
Reports To:	Dean of Student Services	Classification:	Exempt
Supervises Direct:	2	Supervises Indirect:	0
Approved By:	C Donovan D Dunn	Effective Date:	03/15/2001
		Revised Date:	03/28/2013

**Role:**

Responsible for all student academic record keeping. Includes compiling, maintaining, and tracking student academic information and records for internal and external analysis and/or use. Position is based on 248 days for a fiscal year.

**Essential Functions & Responsibilities:**

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|---|-----|--|
| E | 20% | Ensures the accuracy and security of student academic records.   |
| E | 20% | Review, evaluate, and post transfer students transcripts.  |
| E | 15% | Directs and supervises staff in records activities which include but are not limited to issuing of official transcripts, verifying international students through SEVIS, data management of EduKan, and evaluating academic records.   |
| E | 10% | Conducts degree checks each semester for prospective graduates and notifies students and advisors of the results.  |
| E | 10% | Directs preparation of statistical reports on educational activities for government and agencies and interprets registration policies to faculty and students.   |
| E | 5%  | Establishes, updates, and revises policies and procedures in order to comply with college policies and state and federal guidelines.   |
| E | 5%  | Verifies, awards, and processes degrees/certificates.  |
| E | 4%  | Collaborates with division chairs and administration on the development of academic policies. Ensures that all policies and procedures for registration and enrollment are followed and makes recommendations for changes as needed.   |
| E | 4%  | Reviews class schedules and class tuition/fees for errors.   |
| E | 4%  | Provides educational programs for First Year Seminar classes covering enrollment and academic policies and practices. Also provides assistance/guidance to faculty and staff regarding but not limited to degree completion, certification rosters, building course schedule, etc. |
| E | 3%  | Prepares commencement list, coordinates student participation and assists in additional graduation functions.  |

**Performance Measurements:**

1. To coordinate the student academic record keeping process, certify completion of certificates and degrees
2. To ensure compliance with state and federal regulations and college policies and procedures

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3. To collaborate with faculty and staff on application of academic policies
4. To serve as key contact to ensure compliance of FERPA (Family Education and Rights Privacy Act) compliance.
5. To prepare, administer, and monitor department budget
6. To assist in the coordination of commencement
7. To oversee all ACT testing
8. To ensure grades, updates to student records, reports, and Banner processes are conducted in a timely manner
9. To participate in institutional committees as assigned by supervisor
10. To ensure performance reviews are completed by the due date
11. To work a minimum of 40 hours per week Monday-Friday, additional hours may be needed to meet the responsibilities of the position.
12. To maintain a valid driver's license.

**Knowledge and Skills:**

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree required.
Interpersonal Skills	Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.
Other Skills	Reading documents, detailed work, confidentiality, language, math, reasoning, excellent oral and written communications skills, extensive customer contact, multiple concurrent tasks, frequent interruptions, and statistical analysis.  Familiarity with integrated data management systems with a particular emphasis on student enrollment and records, residency regulations, veteran benefits administration, preferred. Knowledge with Banner software. Working knowledge of Microsoft applications for spreadsheets, databases and word processing.
Physical Requirements	Sitting, standing, walking and bending are required. Use of a computer keyboard and computer screen for extended periods of time with close vision and the ability to adjust visual focus plus manual dexterity are required. Some travel may be required for long distances and remain seated for sustained periods of time.
Work Environment	

**Disclaimer:**

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This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature