

Seward County Community College
Structured Compensation - Job Description
Assistant Registrar

Data Year: 2017

Prepared On: 11/10/2017

Department:	Student Services	Grade:	8
Reports To:	Registrar	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	1
Approved By:	A Rice; C Donovan	Effective Date:	02/12/2008
		Revised Date:	02/27/2016

Role:

Provides student assistance during the registration process and maintains information in the college's student information system. Additionally, provides support to the Registrar in the maintenance and integrity of student academic records. Works closely with international students, ensuring proper paperwork is received for college admission/entry into the United States, as well basic advising once the students arrive on campus. Indirectly supervises student workers and student records clerk.

Essential Functions & Responsibilities:

- E 55% Assists with but not limited to, registration and enrollment processes, transcript requests, certification rosters, filing, degree checks, advisement, preparation for and assistance with the graduation ceremony. This includes eduKan processing, which entails, but is not limited to: building of schedules, enrolling and dropping students, posting grades, certification rosters, and answering questions.
- E 35% Serves as the international student Designated School Officer (DSO) and works closely with the international students. Issues I 20s, Social Security letters, researches guidelines and processes, updates the SEVIS database and addresses other responsibilities as they occur.
- E 5% Answers questions regarding processes and FERPA. Assists in the preparation of assigned reports and surveys. Creates PDF forms as needed.
- E 5% Supervises student workers and assists with the training of the student records clerk.

Performance Measurements:

1. Reviews course schedule prior to first day of enrollment to check for errors.
2. Oversees office in absence of director.
3. Maintains confidentiality of student records.
4. Provides timely, accurate, professional support to faculty, staff, and students.
5. Keeps student information and records confidential.
6. Maintains an organized and professional work environment.
7. Provides guidance and assistance with department processes as well as state and federal laws applicable to the registrar's office, including Family Education Rights and Privacy Act (FERPA).
8. Provides quality service and support by creating and maintaining an effective relationship with students, staff, and the public.

Seward County Community College
Structured Compensation - Job Description
Assistant Registrar

Data Year: 2017

Prepared On: 11/10/2017

9. Seeks professional development related to position's functions.
10. Stays informed on policies and regulations affecting international students.
11. Stays up to date with college's student information system processes and maintains data integrity.
12. Maintains a good working relationship with eduKan personnel.
13. Coordinates and processes eduKan schedule, enrollments, and etc., prior to or by due date.
14. Assists with, creates, and submits reports prior to or by due date.
15. Responds to voice mail and email in a timely manner.
16. Ensures accuracy of student records/files.

Knowledge and Skills:

- | | |
|----------------------|--|
| Experience | Six months to two years of similar or related experience. |
| Education | A two year college degree or completion of a specialized course of study at a business or trade school. |
| 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 | <p>Knowledge:</p> <ol style="list-style-type: none">a. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.b. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.c. Knowledge of the college's student information system (Banner).d. Knowledge of state residency policies.e. Knowledge of the Family Education Rights and Privacy Act.f. Knowledge of immigration policies and guidelines for international students. <p>Skills:</p> <ol style="list-style-type: none">a. Trust, diplomacy, courtesy, and tact.b. Strong interpersonal and communication skills.c. Excellent organizational and prioritizing skills.d. Competency skills in Microsoft Office software.e. Active Listening-giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.f. Critical Thinking-using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.g. Speaking-Talking to others to convey information effectively. |

Seward County Community College
Structured Compensation - Job Description
Assistant Registrar

Data Year: 2017

Prepared On: 11/10/2017

- h. Complex Problem Solving-identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- i. Judgment and Decision Making-considering the relative costs and benefits of potential actions to choose the most appropriate one.

Abilities:

- a. Problem Sensitivity-the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- b. Inductive Reasoning-the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- c. Ability to work with students and staff of all cultures.
- d. Ability to remain calm in tense situations.
- e. Ability to maintain a consistent demeanor and sense of humor.
- f. Ability to learn additional software packages the college may acquire. as well as integrated software skills.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly, involves:
Sitting for a period of 2 hours at one time with a total of 7 hour
Standing for a period of 1/2 hours at one time with a total of 1 hours
Lifting and carrying up to up to 10 lbs. occasionally
Repetitive Action: use of right and left hand for simple grasping, pulling and pushing, fine manipulation.
Bending, squatting, and reaching above shoulder level occasionally
Driving a college vehicle occasionally.

Work Environment Typical office environment. May occasionally work a weekend or evening during special events. Overnight travel may be required occasionally.

Disclaimer:

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.

Seward County Community College
Structured Compensation - Job Description
Assistant Registrar

Data Year: 2017

Prepared On: 11/10/2017

Printed Employee Name

Date

Employee Signature