



**RHODE ISLAND COLLEGE  
JOB DESCRIPTION**

Position classification: PSA  
Date created or revised: 11/10/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Associate Director, Records  
Status: Full-time, 35 hours/week  
Grade: 14  
Union Affiliation: PSA @ RIC (Professional Staff Association)  
Reports To: Director of Records

**PRIMARY PURPOSE:**

Reporting to the Director, the Associate Director has general responsibility to assist the Director with the leadership and supervision of the Records Office. Specific responsibilities include the direct supervision of the scheduling and registration processes. In addition, the coordination and scheduling of the non-academic space and use of the campus facilities is included.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Essential Job Functions:

- Coordinate and plan the master schedule of classes for each semester and direct the registration processes.
- Supervise and schedule the effective utilization of campus space and facilities for all academic and non-academic activities held at the College.
- Responsible for the logistical support and activity of College personnel in conducting the registration processes.
- Manage computer data systems to provide information related to course offerings, faculty loads, space utilization, and other matters pertaining to scheduling and the use of facilities.
- Engages in the activities of the profession by representing the Records Office on internal and external committees and organizations.

Occasional Job Functions:

Assist the Director of Records in carrying out specific responsibilities as assigned and exercising delegated authority.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Master's degree.

Experience:

- At least three years' experience in a records/registrar office at an institution of higher education.
- Knowledge of database management.

Skills, Knowledge, and Abilities:

Excellent communication and interpersonal skills.

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*