



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA
Date created or revised: 2/8/2024
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: College Registrar
Status: Full time, 35 hours/week, calendar-year appointment
Grade: 17
Union Affiliation: PSA@RIC
Reports To: Dean of Enrollment Management

PRIMARY PURPOSE:

The College Registrar will provide strong leadership consistent with the academic goals and mission of the institution and will work to foster a student-centered and excellent customer-service-oriented approach to operations. The College Registrar will lead a department reorganization and is responsible for planning, managing, supervising, reporting, and advising on all activities related to academic records, conferral of degrees, course registration, course and classroom scheduling, student information systems, academic catalogs, and related areas. The person in this position will provide leadership within the Office of the Registrar to achieve institutional enrollment goals and to ensure a positive student experience through process improvement, data-driven analysis and decisions, and removal of artificial barriers to success.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Coordinates and supervises all aspects of the College's Registrar's Office including the student information system, registration, grading, degree and enrollment verification, academic records management, transcripts, compliance, graduation auditing, and awarding of degrees.
- Oversees the management of policies, processes, and operations of the Registrar's Office and provides leadership, innovation, vision, and accountability for the management of all records, registration policies, and services that support student success.
- Provides oversight for integrity and accuracy of student academic record-keeping and transcript production and ensures all student education records are maintained in an accurate and secure manner.
- Review, develop, design, and implement procedures and business processes for records, registration, and scheduling, to increase department efficiency and effectiveness.
- Implements strategic planning, particularly in the areas of enrollment management and transfer student success.
- Supports the development of best practices and common approaches for gathering, analyzing, and using data that will allow the design and implementation of policies, procedures, and reports that enhance learning and teaching, improve enrollment management techniques, and foster student success at the College.
- Publishes and maintains the course catalog, primarily electronically. The Registrar also maintains the internal course catalog file and the course sections file, including course prerequisites, special restrictions, expected class size, course descriptions, faculty assigned, section schedule, and degree requirements.

- Play a shared leadership role on the Enrollment Management team, working closely with colleagues from multiple units, including Student Success, Admissions, Financial Aid, the Bursar's office, Academic Affairs, Athletics, and faculty.
- Work with the College's Academic Calendar Committee to develop, propose, and implement a multi-year academic calendar.
- Oversees the conformity of educational record use, dissemination, and privacy of student information to College policies and legal requirements, including the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations as well as those of other regulatory agencies.
- Manages efficient use of classrooms while maintaining course schedules, catalogs, final examination schedules up to date.
- Oversees the implementation and effective use of systems for student information, degree audit, and other systems.
- Provides leadership on issues pertaining to all IT services provided by the Registrar's Office including the development and maintenance of computerized records and registration systems.
- Provides strategic input and develops recommendations for the implementation of related technology applications in support of enhanced services for students, faculty, and staff.
- Monitors and verifies student enrollment data essential for official internal and external reporting related to academic and student records including the National Student Clearinghouse, auditors, and accreditors, as needed.
- Works cooperatively with the Director of Admissions and the Director of Financial Aid to ensure accurate student enrollment reporting to government agencies.
- Supervises the evaluation and recording of transfer credit for the College, including credit for Advanced Placement and International Baccalaureate examinations, credit from study abroad programs, and pre- and post- matriculation credit from domestic institutions, ensuring that credit is transferred in accordance with College's policies, external regulations, and best professional practices.
- Coordinate efforts with other offices to improve services for enrolled students, prospective students, and faculty through the Office of the Registrar.
- Supervises the development and maintenance of the degree audit system and provides oversight for the monitoring of students' progress toward degree completion.
- Promotes and maintains effective relationships with faculty, staff, and academic partners across campus and other institutions, collaborating on issues relating to curriculum, university policies, and other areas of Registrar responsibilities.
- Oversees training, development, and maintenance of procedure manuals, regulations, and systems within the Registrar's office for the university community.
- Supervises, trains, manages, evaluates, and develops staff within the office.
- Serves on administrative committees as assigned.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Dean of Enrollment Management

REQUIRED QUALIFICATION STANDARDS:**Education:**

Master's degree.

Experience:

- At least 6 years of relevant experience.
- Progressively responsible experience in a Registrar's Office, including supervisory and leadership experience for at least 4 of those years required.
- Demonstrated result driven experience with a strong record of achievement.

Skills, Knowledge and Abilities:

- A strong record demonstrating the ability to lead, manage, develop, and assess people, programs, projects, and initiatives in a college or university registrar's office.
- Ability to complete complex projects and make forward progress on strategic initiatives.
- Ability to use data to support curricular planning and implementation, institutional improvement, and the development and implementation of strategic initiatives.
- Proficient in using a student information system (Peoplesoft preferred) and learning management system (Blackboard preferred).
- Highly organized with critical focus on detail, accuracy, and efficient workflow.
- Ability to learn and understand academic programs, degree requirements, and academic policies in a college setting.
- Expertise in interpretation and enforcement of relevant college, state, and federal regulations.
- Excellent interpersonal and cultural competency skills, commitment to modeling inclusive behavior and promoting a culture of belonging, and demonstrated ability to communicate and work collaboratively and effectively with a wide range of constituencies in a diverse community.
- Excellent technical, analytical, reasoning, and problem-solving skills.
- Strong organizational skills that reflect the ability to balance multiple responsibilities, work effectively under pressure, set priorities, meet deadlines, and maintain accuracy and attention to detail.
- Proficient in Microsoft Office applications including, Excel, PowerPoint, Teams, and Word.

PREFERRED:

- A demonstrated pattern of sound judgment, tact, and the ability to handle confidential and sensitive information appropriately and maintain strict confidentiality.
- Ability to manage software system implementations, integrations, and migration as well as efficient fiscal planning and budgeting skills and demonstrated ability to manage and steward human and fiscal resources.
- Willingness to learn and implement new technologies, and the highest standards of professional ethics and integrity with a strong commitment to excellence, learning, and community as well as professional development.
- Bilingual in English / Spanish (fluent in speaking and writing).

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.