

## **WARTBURG COLLEGE POSITION DESCRIPTION**

**Title of Position:** Registrar

**Preparation Date:** October 2022

### **Function of Position:**

The Registrar is responsible for updating and maintaining academic records in compliance with federal and state laws. This position serves as the leading resource for FERPA regulations. The Registrar must create and maintain collaborative working relationships with college leadership, faculty, and staff to support college policy and the goals as outlined in the strategic plan. The Registrar works collegially and professionally with students, employees, and external customers. This position reports to the Associate Dean of Academic Affairs.

### **Principal Duties and Responsibilities:**

- 1) Oversee the daily operation of the Registrar's office, including administrative, support and student staff; interpret and oversee the implementation of College policy, as it relates to the maintenance of academic records, registration, course scheduling, room scheduling, and graduation requirements; and manages the collection, storage and authorized use of student records. (20%)
- 2) Oversee graduation audits and certification. (20%)
- 3) Analyze and work with academic departments to ensure the appropriate courses and spaces are offered based on student need. This includes the monitoring of new student deposits to ensure appropriate courses and spaces are available for new students and advisors. (10%)
- 4) Oversee class registration and production of class rosters, classroom schedules, exam schedules and grade reports. (10%)
- 5) Oversee the evaluation of academic records for certification of athletic eligibility. (10%)
- 6) Supervise and oversee the staff in the Registrar's Office. Oversee and monitors the office budget, review of KNIGHTtime transactions, correspondence, etc. Participates in developing department goals and objectives. Encourages and mentors the ongoing development of staff and student employees and conducts annual performance appraisals. (5%)
- 7) Assists faculty, advisors and students with the interpretation and adherence to the college's academic policies. (5%)
- 8) Oversee the evaluation of transcripts for incoming students from high school and previous post-secondary coursework for transfer students; and for enrolled students, review requests to earn credit at another institution. (5%)
- 9) Participate in the planning of commencement ceremonies and the production and distribution of diplomas. (5%)
- 10) Collaborate with Academic Affairs to develop and implement transfer articulation agreements with other institutions of higher education. (5%)
- 11) Collaborate with the Office of Institutional Research and Effectiveness to collect data and prepare official enrollment reports. (3%)
- 12) Serve on appropriate faculty and/or institutional committees. (2%)
- 13) Perform other duties as requested.

### **Supervision:**

Employee is responsible for determining own work assignments, referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

**Minimum Qualifications:**

Requires Bachelor's degree and three years of related Registrar's Office experience; must have an understanding of liberal arts higher education, be able to work effectively with faculty, students, and administrators; be an effective office manager, pay attention to details, and have strong organizational ability required for careful record-keeping; be effective in using computer-based integrated information systems and have good analytical skills.

**Preferred Qualifications:**

Master's or Doctorate degree; Jenzabar experience strongly preferred; supervisory experience.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.