Position Title: Registrar
Department: Office of the Registrar
Reports To: Executive Vice President and Provost
FLSA Designation: Exempt
Bargaining Unit Position: No
Date Written/Revised: November 2013

POSITION SUMMARY

Reporting to the Executive Vice President & Provost, the Registrar oversees the systems and processes of academic records and the conferral of degrees and academic awards, ensuring the overall academic integrity of the institution. The Registrar will work directly with the Office of the Provost and with faculty on class scheduling, course registration, the academic catalog, academic standing and degree candidacy. The Registrar will work closely with the Office of Student Engagement and Enrollment Management to evaluate, prepare and accurately report statistical data (student enrollment, persistence and graduation rate statistics) to meet internal/external requirements and reconcile data to ensure departmental processes are in compliance with appropriate federal, state, statues and executive orders related to students (i.e. Title IV, FERPA, etc.). The Registrar will work closely with the Department of Information Technology Services to improve and expand on-line administrative and student services through the Fisk University website.
ESSENTIAL FUNCTIONS

1. Assist in the creation, development, evaluation, communication and implementation of academic policy for all departments within the university.
2. Insure the integrity of the institution in application of academic policy and the conferral of academic degrees and awards.
3. Insure that student and university records are maintained and appropriately reported with integrity, accuracy, and in accordance with federal and state laws.
4. Evaluate the needs of the constituents of each college and adapt policies, procedures and programs to meet those needs.
5. Supervise the Office of Registrar staff.
6. Supervise the processes related to academic records in all departments.
7. Manage and upgrade as needed the software that supports the academic records of the university. Analyze needs and request appropriate enhancements to facilitate service to students and programs. Ensure compatibility of changes with all university programs.
8. Serve on Academic committees within the various departments as appropriate to apply and revise university academic policies.
9. Help appropriate offices in reporting enrollment and academic information to appropriate national and state agencies and organizations.
10. Advise administrators of new laws, external regulations, etc. that may impact the university.
11. Perform related duties as assigned.

SECONDARY FUNCTIONS

This position ensures that complete and accurate records are maintained for faculty, staff, and students. This includes all aspects of student enrollment records, including course schedules, enrollment, and grade records. The Registrar also ensures that transfer credits are properly recorded and documented. The Registrar maintains the integrity of catalog information and catalog updates and organizes and maintains permanent vault records.
The Registrar has significant responsibility within the Office of Enrollment Management. Daily activities are wide-ranging and critical to the operation of the office. He/She serves as the contact person for faculty, staff, and students who have questions or problems regarding enrollment or records.

ORGANIZATIONAL RESPONSIBILITY

Assistant Registrar
Coordinator of Registrar Services

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated expertise in data extraction from the Banner enterprise data system.
- Demonstrated understanding of appropriate processes of academic record keeping and degree conferral.
- Demonstrated mastery of the Microsoft Office suite of software tools.
- Demonstrated skill in oral and written communication.
- Demonstrated skill in personnel supervision and commitment to mutually accountable team work.
- Demonstrated ability to work well with all university constituencies, balancing available resources with multiple concurrent projects, changing priorities, deadlines, and needs of the institution.

QUALIFICATIONS

Education:  Bachelor's degree required, preferably in a student-affairs related area or social or applied science Master's degree preferred.

Experience:  Three to five (3-5) years of SCT Banner Student Module experience preferred.

Three to five (3-5) years of senior-level service in a registrar's office with a demonstrated record of excellent customer service to students, faculty, staff and administration.

Licenses or Certificates:  None required
PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; talk and hear. The employee may regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Normal office conditions. The noise level in the work environment is usually moderate.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.