



Position Title:	College-wide Director, Registrar Services	
Reports To:	Campus President	
Department:	Admissions & Registration Services	Job Code: 0683
Prepared By/Date:	Jennifer C. Brito/3-5-2008	Job Group: PEC
Approved By/Date:	Armando Ferrer/3-3-2010	Salary Grade: 19
Revised:	Jennifer C. Brito/3-2-2010	FLSA Status: Exempt

Summary:

The College Registrar is responsible for the overall leadership and management of the College's registration, admissions, and student records programs. This individual will spend time at each of the eight (8) Miami Dade campuses.

Essential Duties and Responsibilities:

- Conducts quality control reviews of the registration and admissions area at the College
- Recommends changes to improve service
- Interprets new rules and regulations and analyzes impact
- Coordinates, updates and promotes uniformity of College policies and procedures relating to registration and admissions
- Supervises the Campus Registrars at the Kendall, North and Wolfson Campuses
- Coordinates registration services initiatives at the other five (5) campuses and acts as a liaison to the District programming area
- Provides leadership in the transition to web-based delivery of services
- Maintains close working relationship with Campus Presidents, Deans and other Student Services personnel throughout the organization
- Participates in community activities and projects related to the College's overall mission
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge of Microsoft Office software and specific computer software applications.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or boards of directors.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.

- Ability to develop and motivate a strong team to work in collaboration with other campus personnel.
- Ability to work effectively with community representatives and organizations.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree with course work in an appropriate field and, six (6) years of administrative experience in higher education, three (3) years of which shall have been in a supervisory capacity in a registration/admissions office or
- Bachelor's degree and ten (10) years of experience in higher education, three (3) years of which shall have been in a supervisory capacity in a registration/admissions office.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name