



Position Title: Associate College Registrar
Reports To: College Registrar
Department: Office of the College Registrar
Prepared By/Date: Martha Arrieta/2/25/2011
Approved By/Date: Dulce Beltran/3/14/2011
Revised:

Job Code: 0695
Job Group: PEC
Salary Grade: 18
FLSA Status: Exempt

Summary:

Assists the College Registrar in overseeing the admissions and registration services at all MDC Campuses and outreach locations. This position assists with providing leadership for the development, implementation and evaluation of College policies and procedures that will ensure a seamless delivery of admissions and registration services College wide to over 160,000 students annually.

Essential Duties and Responsibilities:

- Assists the College Registrar by addressing issues that affect the delivery of services College wide
- Supervises College wide transcript processing services staff and transcript evaluation services areas
- Reviews and resolves student issues pertaining to immigration and Florida residency for tuition purposes as it relates to admissions and registration services
- Resolves issues and problems that may arise with students, staff, faculty, outside agencies and the community as they pertain to admissions and registration issues
- Oversees bi-weekly data transmission of student database to the National Student Clearinghouse, reviews and revises error reports, resolves issues pertaining to student data
- Monitors the integrity of the transcript file
- Updates data for various Odyssey tables
- Prepares all systems for term registration
- Monitors the District Admissions and Registration Budget
- Assists in the development, updating and implementation of College policies, procedures and guidelines
- Serves as the College liaison for FACTS.org web-based transient form program
- Assists with interpretations of State and Federal rules and statutes regarding admissions, registration, and Veteran student affairs
- Serves as the College liaison for VA certification process and all military personnel programs
- Assists in supervising campus admissions and registration offices for continuous quality improvement
- Assists with the training and development of admissions and registration staff College-wide
- Assists with updating admissions and registration applications and forms used College wide
- Assists with College wide surveys and data analysis
- Assists with updating the College Catalog
- Serves as a member of the College CARPC
- Serves as a liaison and a resource for the Campus International Student Services Directors.
- Maintains ongoing relationships with state and national professional organizations
- Participates in community activities and projects related to the College's overall mission
- Maintains a close working relationship with Campus Presidents, Deans and other student services staff College wide
- Serves as back-up to the College Registrar
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Comprehensive knowledge of Federal and State laws and guidelines for admissions and registration issues including FERPA (the Family Educational Rights and Privacy Act).
- Comprehensive knowledge of State of Florida residency issues and immigration documents.
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Excellent organizational and communication skills (both verbal and written communication).
- Ability to understand, analyze and interpret Federal and State laws, financial reports and legal documents.
- Ability to respond effectively to complex inquiries and complaints from students, State Department of Education and other regulatory agencies (such as the VA), faculty, staff, and other members of the community.
- Ability to present information effectively to top management, public groups, and/or boards of directors.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to work in a multi-ethnic, 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 and talk or hear. The employee is occasionally required to 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 five (5) years of administrative experience in student services; or Bachelor's degree and nine (9) years of administrative experience in student services.
- All educational degrees must be from a regionally accredited institution.
- Previous student services managerial experience is required.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name