



## JOB DESCRIPTION

<b>JOB TITLE:</b> Director of Admissions/ Registrar	<b>FLSA:</b> Exempt
<b>Department:</b> Student Services	<b>Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> D-61
<b>Reports To:</b> Vice President of Student Services	

### Job Summary

Under the direction of the Vice President of Student Services, the Registrar/Director of Admissions is responsible for the administration of all student admissions, student records and reporting, records processing, grade reporting, degree audit, and recruiting, as well as the storage, maintenance, and security of academic records.

### Essential Functions

- Develops, interprets and delivers effectively structured academic support services such as admissions, registration, processing of grades, maintenance of student and course records, verification of student enrollment, certification of graduation, production of transcripts and diplomas;
- Interprets and applies the laws and regulations of the Texas Higher Education Code, the Texas Higher Education Coordinating Board, College policies and regulations, and other state and federal laws relating to admissions, residency, veterans, and immigration laws;
- Develops and maintains standards and procedures for admissions and records; supervises the evaluation and certification of individual student records related to transfer to other educational institutions, athletic eligibility, and eligibility for benefits from various governmental agencies or programs;
- Serves as functional head of the student record information system; assesses maintenance of student, course and program databases that are used by academic and administrative departments;
- Protects the confidentiality of student academic records by enforcing the provisions of the Family Educational Rights and Privacy Act;
- Assures the inclusion of all approved administrative changes, records and updates to the College catalog and class schedules; supervises the timely and accurate production of class schedules;
- Facilitates the collection of data elements required by the state and federal government for various reports; plans, implements, evaluates, revises, and oversees admissions/registration processes and procedures for all students enrolled in Galveston College or VCT courses including credit and non-credit;
- Prepares timely and accurate reports as mandated by state and federal agencies;
- Leads in the recruiting and student outreach functions of the College;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills and Abilities**

- Master’s degree in student services, education, business, or a closely related area and at least three years of closely related experience in a community college or university;
- Knowledge and skill in the use of integrated software systems (ERPs such as Ellucian, Banner, Peoplesoft, Etc.) and Microsoft Office applications;
- Skill in establishing and maintaining effective working relationships with students, staff, faculty and the public;
- Skill in facilitating and modeling a quality customer service orientation;
- Ability to work effectively with an ethnic, cultural and socially diverse student population;
- Demonstrated commitment to an integrated management and systems, thereby utilizing the ability to work collaboratively;
- Strong oral and written communication skills;
- Strong interpersonal skills;
- Ability to think “outside the box” and to lead and manage change in a positive and inclusive manner.

**Preferred Education, Skills and Abilities**

- Five years experience in a college or university records and/or registrar’s office with evidence of increasing levels of responsibility;
- Knowledge and skill in the use of Ellucian Colleague;
- Knowledge and skill in the use of the reporting tool, Business Objects;
- Knowledge and experience with the State of Texas Higher Education Data Reporting System.

**Work Environment / Physical Requirements**

- Work is primarily, but not exclusively, in a climate controlled office with little to no exposure to environmental or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.

**Special Requirements**

- Ability to meet a flexible work schedule, including some evenings and/or weekends;
- Ability to work under stress;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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Signature

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Date