Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Registrar
Department: Institutional Research and Registrar Services

Reports to title: Director Institutional Research and Registrar Services

Full Time: X Part Time: _
Date Prepared: October 30, 2019

Job group and level SM-4
Regular Daily Work Schedule: 8:00AM to 5:00PM

Pay Type: Weekly _____ Monthly X _____ Months Per Year: _____ Hours Per Week: 40
(Summer Months) Months Per Year: _____ Hours Per Week: _____

1. Summary of Position:

Reporting to the director of institutional research and registrar services, the registrar serves as the senior student academic records official for the college. The registrar manages the operations of the Office of the Registrar, including course registration, recording grades, certifying student enrollment status, verifying honors and degree fulfillment, student records management, classroom scheduling, updating the college catalog, and transcript production. The registrar is also responsible for maintaining the accuracy, integrity, confidentiality, and security of student academic records.

The registrar takes appropriate actions to support a diverse workforce and participates in the college’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

80% College Records Management

- Ensure the accuracy, integrity, and security of college records and develop systems to audit processes to ensure that the integrity of college records is maintained at all times.
- Maintain and improve systems for course registration and academic advising
- Evaluate transfer credits for new students and students returning from academic leave or dismissal
- Ensure the scheduling of classrooms and academic facilities is managed efficiently and equitably
- Participate in the Committee on Academic Standing (CAS), providing data and policy guidance to the committee, as well as acting upon the final recommendations of the CAS
- Certify student standing, honors completion, and the fulfillment of degree requirements
• Submit regular census files to the National Student Clearinghouse
• Coordinate with the other member institutions of the Five College Consortium to facilitate cross-registration, the award of Five College certificates and ensure
• Participate on the CORE data governance committee.

15% Supervise registrar staff whose areas of responsibility include student records systems, transcript production, classroom and building scheduling, and course registration

5% Perform other duties/functions as assigned

All employees are expected to participate in the college’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

• The registrar interfaces and communicates with administrators, faculty, students, alumni, parents, families, outside companies, and visitors.
• Establish and maintain strong working relationships with the academic administration, faculty, academic programs, information technology staff, and the Office of Student Affairs.

4. Education: (include certifications and licenses).
Required: Bachelor’s degree
Preferred: Master’s degree

5. Experience: (List specific skills necessary to perform this job)
Required:
• 8 years of related experience
• Expertise in FERPA and other federal regulations
• Experience with Colleague, Workday, Business Objects and/or similar software
• Expertise with Microsoft office products
• Impeccable attention to detail
• Strong organizational, interpersonal, time-management, problem solving, analytic, customer service, and written and verbal communication skills
• Demonstrated relationship-building skills and ability to maintain confidentiality

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e., lifting requirements)
Repetitive motions including hands, wrists, fingers; lift, carry, pull and/or push 10lbs; visual - normal concentration.

7. Decision Making:

The registrar will work independently on the routine functions of the office and in collaboration with the director of institutional research and registrar services. The individual must understand, enforce, and maintain policies, procedures, and regulations of the college and the state and federal governments. Work is often generated by outside sources, i.e., administrators, faculty or students, and responses must be accurately made in a timely fashion. It also means that priorities are constantly changing, and work is often interrupted to accommodate the requests.

This job requires the ability to think quickly and problem-solve on-the-spot. Working with data that has an impact on all the constituents of the college requires attention to detail, timeliness and willingness to troubleshoot presentation options. Understanding of complex file structures and the nature of an integrated system is imperative. Collaboration with the departments using the integrated system is ESSENTIAL.

8. Supervision Exercised/Received:

The registrar will supervise 2 full-time and 2 part-time staff members and is expected to show a high degree of independence in managing the day to day operations of the office.

Supervisory Responsibility: Yes X No

Number of Employees Supervised: ___3___