



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 5:00
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)

