

ASSOCIATE REGISTRAR - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Registrar, incumbents of this class assist with the development, planning and coordination of services provided by the Registrar's Office at Westchester Community College. This position represents the Registrar in his/her absence; supervises daily operations; maintains extensive contact with students, faculty and staff of the College, and responds to inquiries relating to the interpretation of academic policies and procedures (i.e. records retention/disposition, academic probation, student withdrawals, etc.). Incumbents are also expected to exercise independent judgment in the supervision and administration of records management; integration of automated information technology enhancements to the registration system; training of personnel in office procedures; grades reporting and academic review; directing unit workflow, and managing registration procedures at the main campus and extension sites. Supervision is exercised over a small number of subordinate paraprofessional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the daily operations of the Registrar's Office to include activities such as records management; administering the grades reporting system; academic review for graduation; participating in developing and maintaining information systems relating to registration activities; training; and supervising clerical support staff;

Assists the Registrar in the organization and supervision of registration and registration record services at the main College campus as well as extension sites; develops and maintains procedures for the orderly and efficient registration of students;

Distributes various academic reports to the Dean and other College faculty and administrative officers to expedite attendance reports, grade reports and grade changes; provides technical advise to ensure consistent application of policies as established by the Registrar;

Consults with the Vice President and Dean of Information Technology or his/her representative to coordinate reports pertaining to registration, graduation, attendance, and academic grades;

Works with the Department of Information Systems to increase the efficiency of existing systems and in the development of College-wide information technology systems to ensure that the needs of the Registrar's Office are represented;

Responds to students, faculty and parent inquiries regarding registration and interprets College policies and procedures regarding same;

Authorizes release of official academic transcripts and references;

Responds to subpoenas and inquiries according to established College policies;

Reviews registration procedures and recommends changes to improve services;

Plans, organizes, and supervises the work activities of assigned staff;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Conducts and evaluates training of assigned personnel;

Ensures that information requested from students, other educational institutions, employees, etc. is released to officially authorized sources only;

Maintains time and attendance reports for regular, seasonal, and temporary employees;

Assists in assessing equipment needs and makes budget requests for same;

Compiles and processes information for students who are eligible for New York State Bar Examinations and similar licensing examinations;

Represents the department in meetings and in contact with students, other departments and the general public;

Performs administrative duties to ensure the efficient operation of the Registration Office;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, policies and techniques of educational administration; thorough knowledge of the goals, rules and regulations governing student information as established by accrediting agencies; good knowledge of computer operations and systems design as related to the registration process; ability to supervise, plan and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective work relationships; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; tact, sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* in Education, Public Administration, Business Administration, Computer Information Systems and two years of experience where the primary function of the position was educational administration**, including one year of supervisory experience in a college; or (b) a Bachelor's Degree* and three years of experience as defined in (a), including the supervisory experience in a college; or (c) seven years of experience as defined in (a), including the supervisory experience in a college.

**DEFINITION: Experience in Educational Administration is defined as a staff or supervisory position in an educational setting.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Bachelor's or Master's Degree* in Education, Public Administration, Business Administration or Computer Information Systems may be substituted on a year for year basis for the experience. Candidates must possess the supervisory experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C3120
Job Group: X