

ASSOCIATE REGISTRAR

CLASS SUMMARY

Under direction – Plans, coordinates, schedules reports, and provides direction for assigned admissions and student records programs; supervision of office staff; performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Provides direction, coordination and maintenance of the student records and information systems for continuing education and other assigned areas including scheduling, outreach, admissions, registration, grades, transcripts, and attendance reports. Coordinates activities with administrators and key staff at extension sites; supervises and directs office staff; directs audit of registration and attendance materials; schedules and coordinates activities with the district's IT center in terms of input procedures and correction of output; prepares apportionment and related mandated reports for state and local governments, researches and prepares enrollment comparison and projection reports; provides in-service training for clerical staff in central and off-site offices; responsible for data entry of admissions and payroll records; microfilming and optical scanning of student records. Evaluates residency of students, and establishes procedures for transcripts, evaluation of incoming credit, graduation, and registration.

ORGANIZATIONAL RELATIONSHIP

The position reports to the Dean of Enrollment Services and supervises the work of full-time, part-time and student workers.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and education equivalent to four years of college and four years of responsible records office experience, including college or adult education admissions and records activities.

Knowledge and Abilities

Knowledge of student information records systems including registration, admissions, attendance, grades and record keeping; basic principles of computer processing applications; spreadsheet and word processing software applications; California education code requirements for student attendance, grading, residency and statistical reporting procedures; principles of supervision and training.

Ability to establish and maintain effective relationships with administrators, other college personnel, faculty, students and public; plan and coordinate the work of others; read, comprehend and apply a wide range of written materials having technical, legal, and policy content; adapt to changing legal policy and procedural requirements; prepare narrative and statistical reports and recommendations.