

SOUTH GEORGIA COLLEGE
Job Description

Working Title: Assistant Registrar
Job Classification: Administrative
FLSA Exemption: Exempt
Department: Enrollment Services

Purpose:

Reporting to the Director of Admissions, Records, and Research, the Assistant Registrar will serve as an assistant to the Director and will perform a variety of duties in the Enrollment Services office.

Essential Functions:

- Assist the Director of ARR in maintaining complete and accurate records.
- Coordinate all graduation functions, including but not limited to processing graduation applications, ordering diplomas, coordinating the ceremony, and printing the commencement program.
- Assist with transfer articulation for both new and returning students.
- Maintain all websites associated with the Department of ARR.
- Cooperate with other College staff in the implementation of a College-wide focus on customer service and satisfaction.
- Coordinate all semester audits concerning Learning Support, College Preparatory Curriculum, Regents' Testing Program, and others as appropriate.
- Serve as the chief contact person for all Dual/Joint Enrollment students.
- Coordinate with the Administrative Assistant and Records Coordinator to ensure that walk-in traffic and phone traffic are handled promptly and without interruption.
- Coordinate the transition to the electronic transmission of transcripts.
- Coordinate the implementation of new software packages within ARR.
- Assist with all aspects of the Registrar function (e.g., registration and transcript processing) as directed by the Director of ARR.
- Cooperate closely with Admissions and Financial Aid to ensure a seamless flow for students from recruitment through graduation.
- Perform other duties as appropriate and/or as assigned by the Director of ARR.

Required/Desired Knowledge, Abilities and Skills:

- The Assistant Registrar must have strong human relations abilities, and excellent oral and written communication skills.
- The Assistant Registrar must have strong computer skills and be able function effectively in a highly computerized working environment.

- The Assistant Registrar must have the flexibility to cross-train and to work in different offices as needed.
- The Assistant Registrar must have a thorough knowledge of FERPA and must be able to maintain confidentiality.

Required/Desired Education, Experience and Necessary Qualifications:

- A Bachelor's degree in appropriate field is required, and a Master's degree is preferred.
- The Assistant Registrar must have at least three years of successful college-level experience in admissions, records, registration management, or similar field.
- The successful candidate must have knowledge of computer systems and networks. Experience with the BANNER Student Information System and the Crystal Reporting System is a decided asset.

Supervision:

- The Assistant Registrar reports directly to the Director of Admissions, Records, and Research.