



## Job Description

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<b>POSITION TITLE:</b>	<b>Registrar and Admissions Supervisor</b>	<b>#2411</b>
	<b>Teachers College of San Joaquin</b>	
	<b>Educational Services</b>	
<b>SALARY PLACEMENT:</b>	<b>Classified/Confidential Supervisory Salary Schedule</b>	
	<b>Range 7</b>	

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### **SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Educational Services and the President of Teachers College of San Joaquin, the Registrar serves as the official authorized keeper of student records and ensures the integrity, accuracy, and security of all academic records of current and former students. The Registrar manages all of the activities related to the online student information database system, including student enrollment, grades and schedules, verification of credential and degree completion, and performs transcript evaluation for appropriate transfer credit.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Possess a Bachelor's Degree or demonstrate equivalent experience in a related field.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Two years of experience working with colleges, educational agencies, schools districts, and/or the community. Possess a Master's Degree in a related field. Possess a Pupil Personnel Services Credential. Previous work experience as a registrar or work in admissions, or student services in an educational setting.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- assigned software
- database management
- higher education or school setting

Ability to:

- operate a computer/PC and/or MAC environments
- flexible based on program needs
- create and follow policies and procedures

Possess:

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Maintain the online student information database system.
2. Evaluate and assess transcripts for appropriate course equivalencies and applicability toward credential and/or degree programs.
3. Sign official transcripts.
4. Verify student eligibility for graduation and for the final evaluation of units earned for credential and/or

degree completion.

5. Demonstrate compliance with related Teachers College of San Joaquin policies and procedures.
6. Advise students, faculty, and staff regarding the operations and policies of the Registrar and Admissions Office.
7. Maintain accurate grade reporting and academic records.
8. Compile, write and share statistical data related to student information, e.g. the Title II report for the CA Commission on Teacher Credentialing (CCTC), WASC Senior College and University Commission (WSCUC), or other reports.
9. Maintain a professional rapport and effectively communicates with students, staff, faculty, school and district agency personnel.
10. Maintain confidentiality of information;
11. Demonstrate understanding of the application of appropriate database software and technology to maintain records.
12. Problem solves the analysis and resolution of student disputes as they relate to records and registration.
13. Participate and serve as a member of the Admissions Team. Lead initiatives as determined by the President.
14. Maintain a positive attitude and ability to plan and adapt to change.
15. Collaborate effectively within and outside the department;
16. Have strong interpersonal, oral and written communication skills;
17. Other duties as assigned

#### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

#### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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