WESTMONT COLLEGE

Associate Registrar
Student Records Office

Position Summary: Coordinates all aspects of managing, maintaining and using the Student Records Office Student Database computer system, performs complex data analysis and Microsoft Access reporting and serves as primary support and backup for the Registrar in carrying out all responsibilities of the Registrar’s Office.

Qualifications: Requires a BA/BS and one to three years of experience in a Student Records Office or related working environment and excellent customer service skills. Other requirements include: must be personally supportive of the Christian character and mission of the college and able to articulate the general educational philosophy of Westmont College and distinctives of a Christian liberal arts education to others; requires experience utilizing integrated software packages, databases, spreadsheet and word processing software, such as Word and Excel; data analysis and Microsoft Access reporting skills; web maintenance and development skills; must be able to communicate effectively both verbally and in writing with the entire college community: faculty, staff, students and parents; must be able to work independently with high degree of accuracy and attention to detail; must be able to organize and accomplish multiple tasks with deadlines.

Responsibilities:

• Develop, coordinate, implement and supervise all computer procedures and procedures for maintaining accurate, secure electronic student records
• Lead responsibility for testing Datatel software updates
• Serve in place of the registrar when the registrar is absent or unavailable
• Serve as the primary resource to the Registrar in office planning and in the implementation of new office and computer procedures.
• Oversee registration – fall semester, spring semester and Mayterm
• Maintain the Datatel Degree Audit System
• Process final grades
• Maintain and annually “Web Publish” the Westmont College Catalog
• Maintain the Student Records Office Web site including academic policies and procedures
• Serve as liaison to external auditors
• Serve as liaison to the Information Technology department
• Serve as liaison to the National Student Loan Clearinghouse (for reporting student enrollment)
• Monitor student enrollment and provide staff support to the Enrollment Management Committee
• Serve as the primary contact person for faculty and staff to access student information
• Serve as a primary resource to office staff in the use of Datatel software represent the Student Records Office as a member of the Off-Campus Programs Committee and the Computer Technical Advisory Committee (CTAC)
• Work effectively with others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; and respecting the diversity of our work force in actions, words and deeds.
• Other duties as assigned.

Reports to: Registrar