

WESTMONT COLLEGE

Registrar

Student Records Office

Position Summary: Manages the Student Records Office and supervises four professional and support staff. Directs the collection, storage, safeguarding, retrieval and distribution of student academic records, the preparation and dissemination of related information and reports, and the administration of student registration.

Qualifications: M.A. degree required plus 3-5 years employment experience at a liberal arts college, preferably in the Registrar's Office. Proven success in supervising staff and managing computer-based recordkeeping systems. Well developed interpersonal and communication skills necessary to interact with students, parents, faculty, administrators, staff and the general public. Ability to effectively manage regular fluctuations in work flow such as during course scheduling and classroom assignment, registration and grade reporting. Ability to work closely with individual faculty members and students to solve problems related to course and classroom course and General Education requirements, and academic policies. Computer literate and spreadsheet proficient, including familiarity with integrated ERP student database software. Agreement with the college's Articles of Faith, and Community Life Statement. Personally supportive of the Christian character and mission of the college, and a clear understanding of and ability to articulate the distinctives of a Christian liberal arts education.

Responsibilities:

- Collect, store, safeguard and retrieve students' academic records
- Articulate and evaluate transfer credit
- Register students
- Administer mid-term and final grade processes
- Administer academic probation and academic suspension processes
- Verify students' eligibility for graduation
- Develop the master schedule of courses annually and schedule day, time and room
- Maintain and disseminate the academic calendar
- Prepare and issue statistical reports
- Prepare final exam schedules
- Issue transcripts
- Serve on academic committees as specified in the Faculty Handbook: Academic Senate, Academic Senate Review Committee, Admissions and Retention Committee and G.E. Committee
- Serve on the Enrollment Management Committee
- Advise the faculty on academic policies, standards and procedures
- Explain academic and administrative policies to students, parents and the public
- Respond to requests for information about such things as: course offerings, course reports, class schedules, class lists, grades, policies and procedures.
- Develop goals, objectives, policies and procedures for the Student Records Office
- Provide information and reports to the administration
- Prepare and administer the department budget

- Provide leadership for continuous improvement of a 24x7 Web-based Student Records Office
- Annually compile, edit and Web-publish the College catalog
- Certify academic eligibility of varsity athletes of 12 teams
- Maintain and update the Web-based “Academic Policies and Procedures Handbook”
- Serve as Westmont’s certifying official for veterans benefits and work closely with student recipients
- 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; addressing others by name in a respectful manner; and respecting the diversity of our work force in actions, words and deeds.
- Perform other duties as assigned

Reports to: Associate Provost

Application Procedure: Applications and resumes should be submitted to the Human Resources Department via on line application.

Nov 2011