WESTMONT COLLEGE

Associate Registrar
Records Office

Position Summary: Responsible for the accurate posting of all coursework towards a student's academic program, evaluating all transfer courses for credit, processing applications for degree, awarding degrees, and issuing diplomas. Serves as primary support and backup for the Registrar.

Qualifications: Requires minimum of 3-5 years of experience in a Student Records Office or related environment and excellent technical/computer skills. Requires personal support for the Christian character and mission of the college and the ability to articulate the general educational philosophy of Westmont and distinctiveness of a Christian liberal arts education to others. Additional requirements include: Bachelor's degree (Master's preferred); experience utilizing integrated software packages, databases, spreadsheet and word processing software, such as Office Suite; ability to work well both independently and as a member of a team; and the ability to communicate effectively both verbally and in writing with the entire college community: faculty, staff, and students. Other requirements include the ability to: provide excellent customer service; function well under pressure and work effectively with students in what may be for them emotionally charged or stressful situations; work with a high degree of accuracy and attention to detail; and to organize and accomplish multiple tasks within deadlines.

Responsibilities:
- Process all changes to a student's academic program of study (major and minor declarations, major substitutions etc.)
- Work directly with students to evaluate their application for degree and work through any graduation difficulties
- Determine graduation honors and major honors
- Award degrees as appropriate throughout the year and overseeing the production and timely mailing of diplomas
- Continue to follow up with students who exit without graduation as appropriate to complete their remaining units elsewhere
- Support Commencement by providing data to the Office of Public Events and the Provost's Office for the preparation of the Commencement program and related documents and assisting the Registrar on Commencement day to distribute diploma covers to the graduates
- Create and maintain articulation agreements for transfer courses from select community colleges
- Evaluate course pre-approvals for General Education, major and minor courses
- Evaluate transfer courses for incoming transfer applicants in consultation with the Admissions office and the Student Support Counselor
- Evaluate and post credit for all incoming transfer courses

Responsibilities (continued):
- Assist the Coordinator of Academic Support Services in the training for faculty academic advisors

- Directly supervise the work of the Student Records Coordinator and the Student Support Counselor
- Serve as a key resource to the Registrar in developing and implementing new office procedures, computer processes and curricular initiatives
- Serve on committees as needed
- Serve in place of the Registrar when the Registrar is absent or unavailable
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as needed.

Reports to: Registrar

10.19