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| **ASSISTANT REGISTRAR**  |
| **Reports to:**  | Director of Admissions & Records/Registrar |  |  |
| **Dept:** | Admissions & Student Support | **Range:** | 29 |
| **FLSA:** | Exempt | **EEO:** | Professional/Nonfaculty |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under direction, supervise and coordinate day-to-day admissions and records activities at the San Elijo Campus (SEC), organize and monitor workflow and communications in the office; in consulta­tion with the Bursar, supervise and determine coverage for cashiering staff; supervise, and in conjunction with the Director of Admis­sions and Records/Registrar, evaluate the performance of assigned Admissions & Records personnel; act as Regis­trar in the absence of the incumbent; responsible to the Dean, SEC for site-specific issues; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

The Assistant Registrar is distinguished from the Director of Admissions and Records/Registrar in that the former is primarily focused on the requirements of the San Elijo campus, while the latter is responsible for Admissions and Records and Registrar functions for the District as a whole.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, assign, schedule, supervise and evaluate the work of assigned staff; with staff, devel­op, implement and monitor operational plans to achieve assigned unit objectives; provide input to the annual budget; make purchases and other expenditures in accordance with district procedures and monitor performance against the annual budget; assist the Director of Admissions and Records/Registrar and participate in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepare and maintain a variety of records and reports.
2. Perform complex technical duties involved in evaluating student records and transcripts from other colleges and universities for completion of degree requirements and general education requirements for admission; analyze transcripts and interpret course descriptions for courses and units completed; determine level, content, unit value and grading system; determine student eligibility for graduation; verify completion of requirements; prepare graduation lists for each semester; compute statistical graduation data; print diplomas and certificates.
3. Interview and participate in selecting new unit staff; supervise and evaluate staff perform­ance; establish performance requirements and personal development targets; regularly monitor performance and provide training, coaching and mentoring for performance improvement, in accordance with district human resources policies and labor contract agreements.
4. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving district and division mission, objectives and service standards; enforce the maintenance of safe working conditions and ensure safe work practices are followed by staff.
5. Provide technical assistance, quality assurance and information to students and staff regarding admissions, registration, attendance, records and enrollment fees; review and determine residency status of applications; register and enroll students; assist in resolving student complaints and make program changes as appropriate.
6. Oversee the collection of college fees and refund processing; maintain, balance and secure the cash fund during on-campus registration; collect fees and prepare receipts for money collected.
7. Prepare and transmit correspondence for students, verifying student status and other information; respond to requests from other educational institutions and agencies involving the verification of student status and records.
8. Assist in the development and maintenance of the Degree Audit system by developing course equivalency grids and inputting transfer course equivalencies; assist in troubleshooting and testing the system.
9. Maintain all student supporting documentation to meet retention and audit requirements; maintain and ensure the confidentiality of all student documents and records in accordance with the Family Educational Rights and Privacy Act of 1974 and establish district policies and procedures.
10. Coordinate full and part-time staff payroll; process personnel requisitions; collect and audit documentation supporting staff time logs and ensure conformance to work hour restrictions; prepare timecards; provide confidential and efficient recordkeeping; assist the Payroll Department with the resolution of payroll issues.
11. Act as Registrar in the absence of the incumbent.

**OTHER DUTIES:**

1. Collect, compile, verify and record information for the preparation of reports, including program review and other program analyses for purposes such as accreditation or site-specific needs; in consultation with the Director of Admissions and Records/Registrar, design, modify and update numerous forms.
2. Order and maintain office supplies and consult with the Director of Admissions and Records/ Registrar on budgeting needs for the SEC.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Community college courses, curriculum, graduation and transfer requirements.
2. Laws, rules, regulations, policies and procedures relating to admissions and records including the Family Educational Rights and Privacy Act of 1974.
3. Principles and practices of effective supervision and training.
4. District human resources policies and labor contract provisions.
5. District practices and procedures for budgeting, purchasing and maintaining public records.
6. Electronic data processing applications and equipment.
7. Modern office practices, procedures and equipment.
8. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.
9. Applicable federal, state and local laws, rules and regulations, including rele­vant sections of the state education code.
10. Technical aspects of field of specialty.
11. Interpersonal skills using tact, patience and courtesy.

### ABILITY TO:

1. Plan, supervise, assign, review and evaluate the work of staff engaged in Admissions and Records.
2. Work independently with little direction.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Organize, set priorities and exercise sound, independent judgment within areas of responsi­bility.
5. Maintain the confidentiality of department and student records and information.
6. Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
7. Train, supervise or provide work direction and assess assigned personnel and student workers.
8. Operate a computer and standard business software.
9. Make arithmetic calculations quickly and accurately.
10. Communicate effectively both orally and in writing.
11. Present proposals and recommendations clearly, logically and persuasively.
12. Resolve conflicts and deal effectively with difficult people.
13. Understand and follow oral and written directions.
14. Meet schedules and timelines.
15. Maintain records and prepare reports.
16. Work confidentially with discretion.
17. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
18. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
19. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

An associate degree or equivalent course work in business or a related field, and four years of experience in college admissions and records, or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Senior Admissions and Aid Specialists, Admissions and Aid Specialists, Academic Record Evaluators, Admissions and Aid Assistants, student and temporary workers.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.