PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION

TITLE: Registrar
DEPT: Student Records
CLASS: Professional

SALARY LEVEL: 
JOB CODE:  
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Registrar of Student Records compiles and maintains student records and state reports; assists students and patrons; maintain smooth operation of Student Records Office; keep abreast of regulations and procedures of student records as required by accreditation agencies. The Registrar of Student Records is responsible for the compilation and maintenance of student records in compliance with federal law, state law, and accreditation agencies.

REPORTS TO: Vice President of Student Services

SUPERVISORS: Coordinator
Clerk B, Records Office (2 positions)
Student assistants

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Proved qualifications of leadership, accuracy, initiative, and organization.

2. Ability to establish and maintain effective working relationships with staff, faculty, and students, and community members and to effectively deal with potential public relations problems courteously and tactfully.

Education, Experience, and Licensure

1. Master’s degree required.

2. Five years experience in responsible employment requiring supervisory duties.
MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Maintain budget records for department.
2. Compile and certify state reports for student records.
3. Responsible for diligent maintenance of student records.
4. Assist in the student registration process.
5. Prepare official class rolls and grading rosters.
6. Certify course inventory with the Texas Higher Education Coordinating Board.
7. Verify student enrollment.
8. Determine graduates and prepare materials for graduation.
9. Assist in preparation of each semester’s schedule of courses.
10. Assist faculty and students with enrollment records.
11. Supervises and coordinates duties of area personnel.
12. Assists in the recruitment, employment, and orientation of staff.
13. Responsible for ensuring diversity efforts within area of supervision.
14. Coordinates, supervises, and performs evaluation process with all part-time and full-time personnel.
15. Recommends disciplinary action of personnel.
16. Reports or approves absences of personnel.
17. Provides opportunities for staff development aimed at increasing professionalism.
18. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.

19. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

20. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

**Marginal Job Functions**

**SPECIFIC EQUIPMENT AND MATERIALS USED**

1. Must have familiarity with state reporting, or similar, reporting regulations.

2. Knowledge of mainframe and personal computer systems.

**ESSENTIAL PHYSICAL TASKS**

1. Must be able to lift and climb a ladder.

2. This position is security-sensitive.

**ENVIRONMENTAL DEMANDS**