

Colorado Mountain College

Position Description

Title: Assistant Registrar
FLSA Classification: Exempt
Hiring Salary Range: \$60,288.39 - \$66,987.10

Primary Responsibility

Under the supervision of the Registrar, the Assistant Registrar provides direct administrative support of the college's registration and records functions, including training, grading, degree audit, enrollment verifications, graduation, and transcripts. Assists the Registrar with all incoming transcripts and is responsible for processing transcript evaluations, course substitutions, and waivers for selective programs (i.e. nursing, dental hygiene) and assists with processing all incoming transcripts and credit for prior learning. The Assistant Registrar is responsible for overseeing the graduation process. Technical support duties include maintaining expert knowledge of all relevant systems and software, including quarterly updates; facilitates related training and workshops for staff as needed.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's degree with three years related experience, or an Associate's degree with five years of related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities directly applicable to the position: demonstrated understanding of the application of technology to deliver records and registration services; interpersonal skills, a positive attitude and ability to plan and adapt to change; able to work independently towards established goals and deadlines; work cooperatively with internal and external parties; develop and organize events and trainings; strong written, verbal, and presentation skills; analytical skills and ability to provide detailed reports and data analysis; experience with Ellucian's Colleague, Workday, or ERP systems preferred.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Processes transcripts evaluations, course substitutions, and waivers for selective programs (i.e. nursing, dental hygiene) and assists Registrar with processing all incoming transcripts and credit for prior learning.
2. Assesses, implements, and maintains registration procedures and practices in adherence to college policies.
3. Applies updates and corrections to student records upon receipt of proper documents.
4. Provides requirements for compliance with State of Colorado tuition classification law.
5. Develops and presents training workshops for support staff members to update knowledge, upgrade skills, and ensure quality services; maintains department training materials and procedural documentation.
6. Create efficient and accurate business processes around the functionality in Student Information System and periphery software packages to provide excellent service to students, faculty, and staff.
7. Provides accurate information to the Registrar, Assistant Vice President of Records and Retention, and others by creating ad hoc reports using the college's query development and reporting system.
8. Attends meetings, conferences, and workshops to keep up to date on issues relating to registration, procedures, and student records; attends college meetings and serves on college, State of Colorado, and Colorado Community College System committees as appropriate.
9. Maintain expert knowledge of the Student Information System and all periphery software packages (including but not limited to Colleague, Workday, Parchment, TES, Etrieve, DocuSign). This includes testing and evaluating new functionality as it is introduced by the vendors and standardized testing associated with quarterly upgrades. Assist the Registrar with implementation of new software as needed.
10. Administers and maintains the FERPA process, ensuring student information is protected; Serve as a FERPA resource for all campus constituencies (faculty, staff, students).
11. Work collaboratively across departments to ensure that services are delivered in a well-integrated, effective and timely manner.
12. Administers the maintenance of the department's online presence, including web pages and forms, compiles handbooks, catalog, and registration materials.
13. Responsible for s correction of duplicate records across multiple CMC software systems
14. Maintains systems for diploma and transcript processing.
15. Supports and serves students, academic advisors, staff, faculty, and administrators by interpreting and clarifying policies regarding graduation requirements.
16. Maintains the academic integrity of the application for graduation process by managing the process that compares the student's academic record with established degree requirements; produces updates and reports for campus staff on students' graduation status.
17. Oversees the final graduation process by reviewing final graduation deficiencies, notifying graduation candidates of deficiencies and steps to resolution, assuring processes run in proper timing and sequence to meet published timelines, posting degrees to the official transcript, developing the final graduation list, and ordering diplomas through diploma vendor.
18. Manages Reverse Transfer Process with Colorado Department of Higher Education
19. Cross-trains within Registrar's Office to fulfill office duties and ensure efficient operations; answers the telephone and responds to email inquiries; prints and mails documents, maintains electronic filing and archived student records, creates or updates documents.
20. Supports college-wide registration, tuition classification, and grades meetings throughout the year.
21. In the absence of the Registrar and Assistant Vice President of Records and Retention, serve as office director to address any issues and questions that may arise.

22. Oversees and supervises work-study student personnel including hiring, training, scheduling, performance management and evaluation.
23. Provides support on routine office tasks and assistance in completing office projects.
24. Performs other duties as assigned.

Supervision Received

The position works under the general guidance of the Registrar.

Supervisory Responsibility

This position serves as a lead to other team members and supervises work-study students.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. An altered work schedule including evenings and weekends and travel within CMC service area may be required at times, based on position responsibilities.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employees may perform other related duties as required to meet the ongoing needs of the organization.

Position group and code	418110/80% 418100/20%
BLS SOC	11-9033
Position ID	ASREG
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