Position: Registrar

Major Function

This experienced administrator works as a team leader to support the mission and functions of Millsaps College and the Office of Records by working with students, faculty, staff, and others in an accessible and friendly manner. Integrity, confidentiality, consistency, responsiveness, reliability, and general knowledge of academic policies and of the College as a whole are hallmarks. As for all Millsaps employees, this person must ensure that every interaction results in an experience that reflects well on the Office of Records and on Millsaps College.

The Registrar is responsible for overseeing the academic standards, policies, and regulations of the College, and for supervising the employees of the Office of Records. The Registrar must also maintain a high level of ethical and professional standards, and must develop widespread relationships on campus. The position requires well-developed analytical, communication, and technology skills. In particular, this individual provides strategic leadership and overall management of office operations; serves as primary liaison to certain college-wide committees; implements and interprets academic policies; leads in process evaluation and improvement; and performs other duties as assigned.

The Registrar reports to the Senior Vice President for Academic Affairs and Dean of the College and works closely with academic and student-affairs deans and others to accomplish the mission of the college.

Qualifications

- Bachelor's degree and at least five years in the field or in a related area. Master's degree in appropriate field highly desirable.
- History of commitment to customer service, evidence of experience collaborating with faculty and staff, and familiarity with contemporary software used to support Office of Records functions, including familiarity with data entry standards and Microsoft Outlook, Word, and Excel, and student information systems. Willing and able to master use of Ellucian Colleague and other software.
- Ability to communicate consistently, clearly, and succinctly, with accuracy and precision, to all constituencies of the college. This presumes strong interpersonal skills and ability to work pleasantly and professionally with a wide variety of people.
- Demonstrated proficiency in data analysis, report design and creation, database use, and process evaluation and development
- Follows the AACRAO principles of professional ethics and practice (aacrao.org/about/ethics-and-practice)
- Familiarity with standard concepts, practices, and procedures within records and registration offices
- Ability to set strategic goals and develop and execute realistic implementation plans
- Ability to balance oversight of multiple individuals and handle multiple tasks simultaneously
- Strives for knowledge and developmental excellence in self and others

Responsibilities

- Provide updates to Department Chairs and students regarding deadlines as they relate to Office of Records procedures
- Process automated updates such as class level, class rank, CTCV, and degree audit
- Serve as functional specialist for any third-party software packages (e.g., reporting, scheduling, degree audit)
- Oversee training, reporting, and processes for use of student information systems within the Office of Records. This will include using reporting languages to create standardized and ad hoc reports for faculty and staff, coordinating efforts to keep the office Web site up to date, and planning for additional technical services.
- Shepherd the effort to develop online degree audit and plan its ongoing maintenance and improvement, with the help of a dedicated consultant
- Supervise the development of various web forms to reduce reliance on paper-based processes
- Oversee the curriculum and academic standards and policies of the College, ensuring that: faculty legislation on curriculum and academic policies and regulations are implemented fairly and in a timely and consistent manner; graduation requirements are interpreted and warranted exceptions are made carefully; and academic regulations are administered intelligently.
- Responsible for overall management and strategic direction of the Office of Records. Provides leadership and oversight for the development, implementation, and management of activities and systems related to academic records, student registration, academic advising and scheduling, and the college catalogs. Responsible for advocacy for and assessment of the office and its staff. Update internal Office of Records academic calendar, by date and initial, to ensure duties are completed in a timely and consistent manner.
- Serve on faculty and college-wide committees, as assigned (Academic Council, Curriculum Committee, Advising Council, Enrollment Committee, Retention and Care Team, Core Datatel team, etc.)
- Review with dean and assistant registrar development of each term’s course offerings, including confirming faculty qualifications and course load, and critiquing departmental submissions with regard to student needs, time distribution, and classroom management
- Coordinate exchange programs and other inter-institutional academic relationships, in coordination with the dean and the coordinator of academic support services.
- Lead the office efforts in reporting, streamlining processes, and communicating policy and deadlines
- Coordinate and improve technological capabilities with ITS
- Check classroom management/room conflicts for each term’s course offering
- Oversee editing and production of the college’s catalogs, in conjunction with the director of communications
- Plan improvements in advising materials and communication strategies
- Coordinate critiquing and testing of updates to office procedures and college software, as needed
- Monitor the office budget, with the Records Specialist/Transcript Clerk
- Oversee efforts to verify accuracy of database information
- Organize and assign maintenance of relevant office-procedures documentation
- NCAA academic eligibility contact with Athletics Director
- Create and maintain reports, with help from IT
- Develop processes for tracking retention
- Prepare for external audits
- Prepare reports for MS IHL, as they relate to enrollment and grades
- Prepare reports for National Student Clearinghouse
- Work pleasantly and professionally with a wide variety of people and model embracing diversity.
- With the assistant registrar, develop contacts and knowledge about issues and events in higher education
- With assistant registrar, develop and coordinate staff training, as appropriate, and plan annual retreat
- Develop standard reports for administration, faculty, and Office of Records use
- Suggest improvements to work flows, especially those which might result in improved efficiency, cost, or communication
- Participate in assessment of all office functions
- Support office activities as needed during staff vacations and other absences
- Create exam schedule each term
- Orientation for new students as it relates to Office of Records
- Train college on FERPA
- Attend conferences such as SEDUG, Ellucian Live, AACRAO, SACRAO, MACRAO, MAC.
- Process change of grade forms
- Assess classrooms
- Verify final grades
- Coordinate input of midterm grades
- Other responsibilities as assigned