**Title:** Associate Registrar

**Date:** March 2023

**FLSA Status:** Exempt – Full time, 12-month position

**Reports to:** Registrar

**Job Summary:** The Associate Registrar is responsible for assisting in the leadership and administration of all facets of the Office of Academic Records, including transcript services, academic policy documentation and interpretation, academic standing reporting, degree auditing, and data compilation and analyses related to regular and ad hoc projects.

**Duties and Responsibilities**

* Interpret academic policies and practices to students, faculty, parents and other constituents.
* Ensure compliance with Family Educational Rights and Privacy Act and all other applicable laws and regulations.
* Monitor academic standing, coordinate probation, dismissal, President’s and Dean’s Lists.
* Coordinate transcript services for all current and former students.
* Support information needs of students, faculty, administration, and other constituents subject to limitations of data availability and privacy.
* Collect and analyze data related to regular and ad hoc projects as required including the Common Data Set.
* Support the production of the annual Fact Book and dashboard for the Board of Trustees.
* Coordinate with faculty and staff to create electronic surveys to be administered for the purposes of institutional effectiveness.
* Support transfer equivalency evaluation process and transcript processes (e.g., transcript requests, incomplete grade review)
* Assist in the registration process.
* Participate in Cottey College catalog updates.
* Support graduate outcomes data collection.
* Coordinate internal and external requests to complete surveys/questionnaires for IPEDS, U.S. News, College Board, Missouri Department of Higher Education and Workforce Development, HLC, and other general institutional profiles and reports.
* Serve on institutional committees as appointed.
* Performs other duties as assigned by the registrar.

**Knowledge, Skills, and Abilities**

* Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and other constituents.
* Ability to work effectively with a wide range of constituencies.
* Ability to interpret, adapt and apply guidelines and procedures.
* Detail oriented.
* Ability to foster a cooperative work environment.
* Skill in using student information systems for student record keeping as well as retrieving and analyzing data for reports.
* Knowledge of the rules, regulations, and laws regarding student records.
* Experience with Microsoft Office products, especially Word and Excel.

**Credentials and Experience**

* Bachelor’s degree in education, social science, computer science, or research-related field. Master’s degree preferred.
* Two years related experience. Experience with enterprise resource planning or student information system software, Jenzabar preferred.