

Registrar

North Central State College is accepting applications for Registrar. The Registrar is responsible for maintaining degree and student records of all past, present and future students, and oversees functions and operations to assure efficiency and accuracy of student records.

Essential duties/responsibilities include but are not limited to the following:

Student Records Office Management

- Ensure the accuracy, integrity and security of all student academic records, and supervise/direct all uses of the records
- Provide functional and technical expertise supporting ERP/LMS
- Maintain and preserve official current, and archived, student transcript records and appropriate processing of records in accordance with the Family Educational Rights and Privacy Act (FERPA)
- Oversee all operations of student records
- Supervise and train Student Records staff; delegate responsibilities; and develop office procedures
- Resolve issues pertinent to student academic records
- Create and maintain budget
- Create and manage all institutional curriculum within Ellucian Colleague
- Participate in Curriculum Committee, Managers Advisory Council, Colleague System Users Group, Student Services Managers Meeting, and Enrollment Management Group
- Work cooperatively with internal/external constituents to resolve concerns and issues with students
- Train College staff and faculty on FERPA compliance
- Other duties as assigned

Student Records Administration

- Approve student graduation petitions and certificate auto-awarding
- Review and approve student residency change petitions
- Administer attendance, mid-term, and final grade processes
- Evaluate college transcripts for transfer credit and create course equivalencies
- Coordinate probation, suspension, and honor designations
- Coordinate cyclical file imaging and purging processes
- Assist Institutional Research to develop and produce customized reports for more efficient office operations
- Develop and produce customized reports for other College personnel (deans, faculty, vice presidents, etc.)
- Enter Student Data into student information system (TAG/CTAG/OT36/etc.)
- Administrate all prior learning assessment credits and equivalencies
- Complete enrollment verifications for students/agencies
- Prepare files and submit enrollment information to the National Student Clearinghouse
- Chair Refund Committee
- Respond to variety of student questions, concerns
- Other duties as assigned

Qualifications

Education: Bachelor's degree in Business Administration or related field; Master's degree in Higher Education Administration or related preferred

Experience: Experience in a Registrar's office or in a comparable area of academic administration and responsibility managing others, preferred

Review of Resumes to begin 8/21/23
and until filled

North Central State College is a great place to work. We offer:

- Working hours to enhance your life:
From August through early May, we work 9-hour days, Monday through Thursday and 4-hours from home on Friday mornings.
From early May until the end of July, we work four 10-hour days, and get Fridays off.
- Choose between the School Employees Retirement System (SERS) and Alternative Retirement Plan (the College will match your contribution dollar for dollar).
- Free NC State tuition for you and your immediate family members.
- Advance your degree outside of the College with our Tuition Reimbursement program.
- Comprehensive health insurance plans are available for individuals and families that include medical, dental and vision benefits. Employee contributions, deductibles and annual out-of-pocket costs are low.
- Paid time off for vacation and personal time, paid holidays (12), and sick days.
- Employer paid life insurance and long-term disability insurance.
- And much more.



North Central State College

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906