

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Registrar	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Student Services	<b>REPORTS TO:</b>	Vice President of Student Services
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**Position summary:** Under indirect supervision, this position is responsible for all facets of registration of students. This position reports directly to the Vice President of Student Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's student services.

**Position responsibilities:**

- Supervise all phases of records.
- Establish registration procedures for all credit courses and assist with registration procedures for continuing education students.
- Maintain and implement records retention and retrieval policy and maintain system to safeguard all student records.
- Maintain student information and permanent academic records. Ensure that they are properly disseminated and safeguarded.
- Responsible for the maintenance and implementation of computer software required for student admission, degree audits, registration and records (programming changes, software questions, etc.)
- Coordinate and produce printed and web version of class schedules.
- Maintain records web pages.
- Assist in preparing school calendar, catalog and other publications as needed.
- Maintain up-to-date inventory of technical and academic courses offered by the college.
- Prepare certified class rolls after official census date. Balance class rolls against records office data to determine accuracy.
- Prepare state mandated reports by semester and quarter.
- Prepare a student profile each semester and enrollment reports for all campuses each semester.
- Supervise additions, drops, and withdrawals relating to credit courses.
- Enforce FERPA rules.
- Oversee the evaluation of transcripts received from other colleges.
- Prepare midterm and final grade reports.
- Certify student status for appropriate internal and external requests (National Student Clearinghouse, etc.).
- Prepare exam schedule each semester.
- Supervise student graduation activities including graduation audits, preparation of graduate lists, coordination of graduation activities, preparation of honor graduate list for recognition, final certification of graduates.
- Prepare College President's List, Dean's List, and probation and suspension list each semester. Notify students.
- Responsible for preparation of transcripts for transfer of student records as requested.
- Organize and distribute information to faculty concerning students. Distribute information from faculty to students as needed.
- Provide statistical data as required by state and federal agencies. Provide appropriate statistical data and reports as requested by various College administrative units.
- Serve as research center for official student data.
- Coordinate with Business Office, Financial Aid and other offices to ensure the accuracy of records to ensure successful enrollment audit by the State of Texas.
- Assist with recruiting.
- Provide innovation and vision for the College.
- Work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree required with at least 3 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, and students.

- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/residence work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.