



LOUISIANA DELTA COMMUNITY COLLEGE
invites applications for the position of:

Registrar

SALARY: Depends on Qualifications

OPENING DATE: 08/06/18

JOB SUMMARY:

The Registrar is responsible for the creation, security, and integrity of all student records in an efficient, effective, and legal manner in accordance with SACSCOC standards, LA Board of Regents (BoR) and Louisiana Community and Technical College System (LCTCS) policies. The Registrar maintains records of students, classes, course offerings, and pertinent statistical data. The Registrar is responsible for all student records from acceptance through graduation or transfer; verifies student enrollment for outside agencies; and creates, manages, and checks class rolls for correction and certification of Coordinating Board reports. The Registrar is responsible to all auditing agencies including federal, state, and system entities annually. The Registrar is the resident expert, interpreter, and enforcer for enrollment policies set by BoR, LCTCS, and Louisiana Delta Community College (LDCC). The Registrar participates in a number of professional meetings and conferences in order to maintain current knowledge of policies and practices used in colleges.

EXAMPLES OF DUTIES:

- Supervise, implement, and enforce college policies and procedures regarding the Academic Catalog, registration of students, transcript maintenance/receipt/transcription, and graduation compliance
- Functions as the custodian of students' records, assuring and maintaining security and confidentiality for an indefinite period of time
- Assists in the development and implementation of short and long-term plans for assigned areas that support and contribute to the achievement of College strategic objectives, goals, and its mission and evaluate the effectiveness of such plans and activities
- Maintains the accuracy of data in the Student Information Records Systems registration database
- Supports assessment and accreditation activities while ensuring compliance with all applicable laws, regulations, policies and procedures governing the duties and responsibilities of the position
- Completes requests for enrollment information on students from other schools, insurance companies, employers, licensing boards, financial institutions, and others as authorized by the student and/or allowed by the Family Educational Rights and Privacy Act (FERPA)
- Provides academic transcripts to students, other schools, departments and committees within the school, and others as authorized by the student
- Provides enrollment, registration, and grade information requested by various units of the College for enrollment management purposes
- Coordinates, assists, and executes crosstown agreements with other colleges and universities
- Develop registration procedures and register students
- Publish registration procedures and dates in the College catalog and schedule of classes
- Develop class size enrollments in cooperation with VCAA
- Maintain transcripts and transcript services
- Report semester enrollment data to LCTCS
- Assist students in withdrawal from the college
- Assist with course equivalency and transferability of credits
- Maintain satisfactory progress information for outside agencies, i.e., veterans administration, social security, immigration, etc.
- Prepare academic honors list for fall and spring semesters
- Co-operate with other offices in placing students' transcripts on "HOLD" when necessary
- Review student requirements for graduation and issue degrees and certificates, order diplomas, help prepare program for graduation, and post degrees and certificates to

transcripts

- Maintain student information for state, federal, and local reports
- Collect information to input class schedule each semester
- Process final grade sheet for each semester and send to faculty and contact Computer Services Banner
- Evaluate student transcripts from other colleges and universities
- Assist with the interpretation and application of academic rules and regulations
- Assist in preparation of College calendar
- Maintain professional development by participation in state, regional, and national professional organizations
- Coordinate work activities with those of other student services and academic professionals
- Assist in institutional research
- Serve on various committees as assigned and needed
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor's degree is required from an accredited institution of higher education; Master's degree preferred. Five (5) years of experience in higher education plus two (2) years of experience in a registrar's position or enrollment services environment is required. Candidates must possess extensive knowledge of higher education admissions, enrollment services, registrar's duties, FERPA, VA education benefits, and dual enrollment. Excellent communication skills (oral and written), database management experience, and the ability to interpret and enforce policy are required. The ideal candidate will have experience using Ellucian Banner and knowledge of SACSCOC standards. Qualified candidates must have the ability to work in a fast-paced, high demand customer service environment. Familiarity with AACRAO and LACRAO proficiencies regarding records management is preferred. Must demonstrate integrity while ensuring the application of set LDCC, LCTCS, BoR policies, and SACSCOC standards.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #00429
http://www.ladelta.edu/						REGISTRAR
7500		Millhaven			Road	KC
Office	of	Human			Resources	
Monroe,		LA			71203	
318-345-9187						

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