



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB DESCRIPTION

REGISTRAR

Central Louisiana Technical Community College (CLTCC) serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in two state prisons and two federal correctional institutions. This position is domiciled at our Alexandria campus.

SUMMARY:

Reporting directly to the Executive Vice Chancellor of Student Affairs, the Central Louisiana Technical Community College (CLTCC) Registrar, provides operational management to the Registrar's Office and ensures student record integrity and compliance with state, federal and CLTCC policy. Provides support services to faculty, staff, students in the areas of academic programs and degree requirements, course scheduling, enrollment, degree verification, graduation, and maintenance of student records as well as handling state and federal reporting. Manages and prepares statistical reports and respond to requests for statistical information. Provides data analysis, approves all data requests according to the Family Educational Rights and Privacy Act (FERPA). Provides assistance with academic advisement support, transfer credit, degree audits, grades and graduation requirement processing, electronic data interchange between departments and the overall functioning of Registrar's Office operations. In addition, also provides vision and leadership to campus registrar function and serve as the key liaison to CLTCC Administration.

EDUCATION/EXPERTISE:

Master's Degree in Student Personnel Services, Higher Education, or Educational Administration, business or a related field required. A minimum of 5 years' experience in a Registrar's Office. Working knowledge of the Family Educational Rights and Privacy Act (FERPA). Computer literate, and familiar with databases.

Skills:

- Excellent written, oral presentation, customer service communication skills
- Superior team-building skills to build trust with others in a rapidly changing environment
- Excellent organization, planning, and prioritization skills are essential

Knowledge of:

- Well organized.
- Ability to collaborate effectively with college departments and cross-functional teams.
- Demonstrated positive understanding of the application of technology to deliver Records and Registration services including but not limited to Veteran's Affairs.
- Broad range of trends and best practices nationally in student accounts programs and services.
- A strong commitment to and passion for the mission of the comprehensive community college
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)

Demonstrated Ability to:

- Work collaboratively with other administrative departments and government agencies
- Provide excellent customer service to faculty, staff, current students, prospective students, alumni, business and industry partners, community representatives and other stakeholders
- To work with a diverse population.
- Occasional overnight and day travel may be required.

Preferred (Desired) Qualifications:

- Seven or more years of increasingly of progressively responsible experience in the area of Registrar.
- Proficiency in Microsoft Access.
- Project management experience.
- Knowledge of SACRAO - Southern Association of Collegiate Registrars and Admissions Officers;
- Working experience with Ellucian's Banner or other major student information system
- Proficiency in Microsoft Access

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

Human Resources Director (318) 487-5443 ext. 1154
4311 South MacArthur Drive
Alexandria, LA 71302