



## Job Description

**Job Title: Associate Registrar**

**JTC: CQN**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Manages the daily operations of the college/location Admissions Office, supporting the administration of admissions, registration, student records, scheduling, transcripts and enrollment reports, while ensuring District policies and procedures.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles and practices pertaining to registration services. Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions, and interpret and apply guidelines correctly. Comprehension of federal regulations regarding records and student information.

Ability to handle confidential material judiciously and relay negative information in a positive manner. Exceptional record maintenance skills, with strong computer and analytical proficiencies. Ability to prioritize and organize assigned responsibilities to meet established deadlines.

Capable of relating positively to students, faculty, administrators and staff in a diverse multi-cultural environment. Set a high standard of professionalism by providing high-quality customer services to students and the general public.

Knowledge of computerized student information systems, computer applications in admissions/registrar services and related technologies. Ability to multi-task with attention to detail and the ability to work collaboratively in a team environment.

Must demonstrate a willingness to work in a service-oriented office environment. Excellent interpersonal, written and oral communication skills with sensitivity to diverse populations from different environments.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree in related field plus three (3) years of work-related experience. Requires intermediate experience working with computer applications related to student records. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the daily operation and functions of the college Admissions/Registrar office. Provides direction, guidance, and knowledge answering questions and providing information regarding admissions, DCCCD policies, and regulation of state and federal agencies. Assures compliance with all local, state and federal regulations and laws regarding student admissions, registration and recordkeeping.

Responsible for the management of registration activities, implements strategies for the provision of registration and academic record services and identifies operational and strategic goals. Coordinates the updating of student records regarding residence classifications and assists the college Business Office in correcting residence problems identified via fee collection reports.

Creates a solid working relationship working closely with college entities, faculty, students and staff to accomplish the mission, vision, and goals of the organization. Communicates and collaborates with staff, faculty and students to resolve problems and obtain desired results. Works with internal and external auditors in providing records and documents for completion of periodic audits.

Responsible for building, developing, inputting, and maintaining print and/or online course schedules, final grade rolls, add/drop, and withdrawals. May supervise full-time staff, providing training, coaching, development and evaluation of assigned employees.

Confidently communicates to students, faculty, and staff. Must have excellent oral, listening and writing skills in order to effectively share information with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*