VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: REGISTRAR

BASIC FUNCTION:

Under the direction of a Vice President-Student Services, plan, organize, control and direct the activities of the Admissions and Records Office; coordinate with computer services and other staff to facilitate record-keeping, direct registration and student admissions; compile and prepare Federal, State and District student enrollment and attendance accounting reports.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct the activities of the Admissions and Records Office, including admissions, residence determination, registration, transcripts, records, enrollment, attendance accounting, veterans and others. E

Train, supervise and provide direction for assigned staff; coordinate, schedule and assign duties. E

Coordinate with computer services and other staff to facilitate record-keeping, registration and student admissions; prepare detailed oral and written instruction for use of on-line database. E

Direct the acceptance and processing of student applications, program adjustments, grading and other admission and enrollment activities; plan and direct registration procedures; supervise the work involved in the registration processing and maintenance of students records for on-campus and off-campus registration and records activities. E

Compile and verify information; prepare, maintain and review a variety of records and reports, such as student attendance and grading records, employee records and financial reports and projections; assure compliance with Federal, State and District laws, regulations and policies. E

Receive and provide information to other District departments, staff, students, various outside organizations and the public as necessary. E

Supervise verification and collection of tuition, enrollment fees and drop fees; authorize nonresident and enrollment fee refunds. E

Monitor course repetition, closed classes and advanced placement. E

Organize and schedule registration cycles. E

Develop, supervise procedures related to student residencing, transfer, special students, fees and others. E

Manage the development of Admissions and Records annual budget; forecast needed stuffing, equipment, materials and supplies; monitor and approve expenditures. E

Established October 1997
Hire, train, and supervise full-time regular admissions and records office classified staff and extra clerical and student personnel; evaluate the performance of permanent and probationary employees. 

Supervise maintenance and repair of computer hardware as needed; maintain inventory of specialized computer forms; order office supplies and equipment as required.

Coordinate with Office of Instruction for master schedule production; prepare calendars and schedules for inclusion in the catalog and schedule of classes.

Represent Admissions and Records Department on various committees and conferences as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Admissions, records and registration policies and procedures
Operations, procedures, utilization and functions of electronic data processing systems applicable to admissions, records and registration
College residency laws and procedures
Modern office practices, procedures and equipment
Record-keeping techniques
Principles and practices of administration, supervision and training
District organization, operations, policies and objectives
Oral and written communications skills
Applicable sections of State Education Code and other applicable laws
Interpersonal skills using tact, patience and courtesy
Basic math
Reporting requirements
Applicable laws and regulations

**ABILITY TO:**

Plan, organize, direct and supervise the activities of the Admissions and Records Office
Coordinate activities with data processing personnel
Read, interpret, apply and explain admissions, records and registration rules, regulations, policies and procedures
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Plan and organize work
Establish and maintain cooperative and effective working relationships with others
Work independently with little direction
Train, supervise and evaluate personnel
Maintain records and prepare reports
Communicate effectively both orally and in writing
Work confidentially with discretion
REGISTRAR (continued)

Operate a variety of office machines including a computer terminal

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration or other related field and three years experience in Admissions and Records.

WORKING CONDITIONS:

ENVIRONMENT:

Admissions and Records Office environment
Constant interruptions and frequent interaction with students, staff and the public
Occasionally required to work overtime, nights, and/or weekends

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment
Sitting or standing for extended periods of time
Hearing and speaking to exchange information
Seeing to read and review documents
Light lifting of materials
Reaching to file and retrieve records