

WESTERN MARICOPA EDUCATION CENTER | DISTRICT # 402

Job Description

<b>Job Title:</b>	Adult Ed District Registrar
<b>Supervisor:</b>	Administrator for Professional Development and Adult Ed
<b>Terms of Employment:</b>	Monday – Friday, 9:00 AM to 6:00 PM, some evenings and weekends required
<b>Salary Range:</b>	\$15.25 - \$22.50 hourly
<b>Location:</b>	West-MEC District Office 5487 N. 99 <sup>th</sup> Ave Glendale, AZ 85305

**Essential Duties and Responsibilities:**

- Ensures applicants meet the admissions requirements per West-MEC Adult Ed Admission Policy
- Oversees collection, classification, management, evaluation, security, integrity, certification, and dissemination of student records in accordance with West-MEC policies and procedures.
- In conjunction with IT, safeguards academic information, focusing on data integrity, security, information flow, maintenance, developments, and enhancements
- Provides professional guidance and leadership related to "student rights to privacy" (FERPA), retention of records, security and management of student records, and information management.
- Counsels prospective students and students regarding academic records, registration, grades, enrollment eligibility, academic probation, and program completion.
- Registers students
- File creation, storage and maintenance
- Audits student files to ensure we are compliant with COE, US DOE, VA, State, etc.
- Student ID creation
- Manages and maintains student information system as applicable: calendars, tracks, courses, course sections, pre-requisites
- Oversees the processing of class rosters and grades.
- Works with Adult Ed staff in the preparation of program/course schedules for distribution to instructors, staff, and students.
- Generates reports that provides information to administration, faculty, and governmental agencies as needed.
- Keeps current with all COE, US DOE, State, VA, etc., policies and requirements
- Provides data for state, federal, and accreditation reports as needed.
- Monitor attendance and Satisfactory Academic Progress
- Provides training and updates to support staff at all campuses that support Adult Ed programs.
- Develops training materials and implements a training plan that is used to ensure that staff responsible for plan implementation are knowledgeable and informed of all essential aspects of Registrar functions.

- Ensuring enrollment verifications are submitted to the Clearinghouse;
- Ensuring that all grades are posted to student records;
- Verification of program completion requirements
- Generation of certificates of program/course completion
- Processes loan deferments and verify enrollment and program/course completions.
- Social media/PR support

**Knowledge and Skills:**

- Ability to interpret policies and procedures to students, faculty, parents, and others;
- Strong working knowledge of the standards of student recordkeeping practices in higher education. Functional expertise in the technologies of storage, retrieval, retention, archiving, and purging of records;
- A working knowledge and familiarity of FERPA policies;
- Detail-oriented
- Understanding of computation and statistical reporting applications;
- Exceptional management and organizational skills;
- Demonstrated ability to foster collaboration and effective communication across diverse groups of constituents, including students, parents, instructors, alumni, and staff;
- Interest in, and ability for, problem-solving and long-term planning;
- Ability to initiate and nurture collaborative partnerships;
- Ability to professionally and effectively respond to customer complaints in person, via email and by phone;
- Ability to maintain a motivated and team oriented attitude even under pressure;
- Ability to maintain staff morale and enhance customer service through positive team building efforts;
- Ability to meet deadlines within time constraints.
- Experience in social media and public relations

**Requirements:**

- A Bachelor's degree is required
- A minimum of three years of progressive experience in Registration and Student Records, Enrollment Management.
- In-depth knowledge of student information system and experience working with records management and student information system integration in a postsecondary setting as well as knowledge of the operational and functional aspects of student systems.
- Must be able to obtain and maintain an Arizona driver's license
- Must hold a valid fingerprint clearance card issued by DPS
- Will be required to travel to perform job functions

**Closing Date:** Open until filled

**Start Date:** July 1, 2017

**Application Procedure:**

Submit on-line application – [west-mec.org](http://west-mec.org)

Include:

- Letter of interest
- Current Resume
- Three professional references (names, addresses, and phone numbers)