Re-Opened for New Applications Only

POSITION: Registrar (Student Services Manager II)-Academic Records/Student Services Division

STARTING SALARY: $48,622 ($48,622 - $69,289 annually) Actual salary will be commensurate with experience. (ClassCB80/Slot0001/Band07). Position #112752

MINIMUM TRAINING AND EXPERIENCE: A Master’s degree and a minimum of two (2) years academic records management. Supervisory experience in a higher education setting within an enrollment division/function highly preferred. Five (5) years or more of experience in academic records management strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the requirements of the educational programs of the college; Knowledge of management information systems; Knowledge of federal and state regulations pertaining to academic records; Knowledge of methods, principles and practices of counseling techniques and educational services; Ability to provide vision and leadership to a large Student Services multi-functional unit. Knowledge of the policies and procedures of standard Academic Student Records; Ability to supervise the work of subordinates; Ability to establish and maintain effective, cooperative working relationships with faculty, administrators, staff, students and parents; Ability to communicate effectively, orally and in writing. Knowledge of instructional methodologies and alternative delivery methods. Ability to work flexible hours including some evenings and week-ends as required to support enrollment events and peak processing. Ability to travel the tri-county service area.

SPECIFIC DUTIES

1. **Academic Records Office Leadership and Management:** Develops and implements strategic plans to support the College’s mission. Compiles, analyzes, and reports enrollment statistics for the College and identifies enrollment management issues. Coordinates the management, archival, security, retention, and disposition activities for all imaged, paper, electronic, and microfilm records for all permanent and non-permanent student records. Ensures that the College is in compliance with FERPA and other required consumer information and trains faculty/staff on records retention processes, the college legal obligations, and student information security requirements. Manages all aspects of enrolled/graduated student records. Develops, plans, and implements policy development, general operations and compliance with all federal, state and institutional regulations. Coordinates the reconciliation and audit of enrollment, grade reporting, and withdrawing of student information each term. Oversees the production and distribution of transcripts, grade-mailers, and enrollment verifications. Prepares reports related to areas of responsibility. Manages cross-functional staff training to support department needs and maintains policies and procedures manual for the department. Serve as main contact for department resolving and responding to student escalations and other information requests or designated a member of the Academic Records Office for follow up.

2. **Strategic Scheduling and Registration Management:** Provides leadership, coordination, and works collaboratively with academic personnel to create and maintain the transfer & articulation
functions of the College which includes Bridge agreements, SCTRAC maintenance, articulation agreements, and reverse transfer. Partners with Academic Affairs leadership to develop and maintain core course schedule, implement and maintain mass changes, and other related scheduling functions. Works with AVP’s, Deans, and department chairs to offer dual enrollment opportunities to K-12 partners in accordance with State guidelines and college timelines and procedures. Provides mass registration support for dual enrollment and other large registration events. Ensure accurate and timely quarterly registration process, calendars and catalog updates. Ensure accurate residency assessment and coding; serve as the College’s Residency Officer.

3. **Records Technology Management and Effectiveness:** Assesses, maintains and improves technological solutions to meet and exceed constituent needs in coordination with the Information Services Team and other members of the Enrollment Services organization. Ensures accuracy of degree audit functions to ensure maximum utilization and accuracy. Ensure maximum utilization and accuracy of transcript technology. Manages and maintains electronic records/record-keeping system in partnership with Financial Aid Office, ensuring integrity, security, and accuracy. Manages and monitors all aspects of student database (Colleague) that have an impact on records and registration, including training staff and helping others increase skill levels.

4. **Graduation Processing and Commencement Oversight:** Oversees the verification, coding, notification, and reconciliation process for students applying for graduation. Supervises the production and processing of degrees, diplomas, certificates, and honor awards. Prepares and coordinates the graduation commencement exercise.

5. **College-Wide Service and Committees:** Participates in college activities and events and assists the Dean for Enrollment Services establishing effective student services. Serves on committees related to areas of responsibility and participates in QEP activities as appropriate.

To apply, please complete an on-line employment application at [www.yorktech.edu/hr](http://www.yorktech.edu/hr) or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until July 31, 2016.

YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.