



Position Description

Registrar

PRIMARY FUNCTION

The Registrar is responsible for the leadership and management of all administrative, operational, and technical functions of the Office of the Registrar. The Registrar ensures the integrity, accuracy, and security of all academic educational records of Prescott College students and helps to ensure compliance with federal, state, and other regulatory agencies. The Registrar enforces academic policies and regulations of the College and is the officer responsible for oversight and administration of academic and student policies as they pertain to student records.

RESPONSIBILITIES AND DUTIES

- Lead the Registrar's Office in thinking innovatively and collaboratively. Position the office to respond to the College's needs and anticipated growth.
- Collaborate with key administrative offices (Financial Aid, Student Accounts, Admissions) and partner with academic leadership to support the effective functioning of the College.
- Manage, maintain and be accountable for all academic and educational records of Prescott College students. Manage the degree audit process to ensure the integrity of the completion of the degree program.
- Oversee and administer academic policies and regulations to ensure compliance with federal, state, and other regulatory agencies.
- Responsible for the development, management and operations of the student information system for Registrar-related activities. Ensure the integrity of data from the Registrar's Office.
- Responsible for monitoring and verifying student enrollment data for internal and external reporting related to academic and student records, including the National Student Clearinghouse, auditors and accreditors, as needed.
- Oversee course registration, build the academic calendar, develop and publish the college catalog and course schedules.
- Mentor and supervise Registrar's Office staff members with attention to ongoing professional development.
- Evaluate existing systems, workflows, and technology and institute improvements to ensure efficiency of administrative processes, consistency with best practice standards, and superior customer service.
- Develop and manage budget.



EDUCATION

Bachelors Degree required, Masters Degree preferred, preferably in educational administration or similar or related field.

EXPERIENCE

Three to five years of registrar experience, with preference for attendant staff supervisory responsibilities. Must possess knowledge of laws, trends, issues, and best practices related to registrar role. Requires ability to work effectively in a collegial atmosphere, and to motivate and train employees.