

CLOUD COUNTY COMMUNITY COLLEGE

Professional Support Job Description

Position Title: Assistant Registrar

Reports To: Registrar

Employment Classification: Professional Services

Length of Employment: 2080 hours annually 12 Months

Date of Position Description: January 2024

The administration retains the right to change duties at any time.

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The Assistant Registrar will work closely with the Registrar and be responsible for the management of the Student Records office in her absence. The person must be capable of working with limited supervision and exercising independent, professional judgment. The Assistant Registrar shall hold a minimum of an Associate's degree. Experience with student records and a working knowledge of a college computer system are preferred. The Assistant Registrar shall: possess excellent communication, interpersonal, organizational, and computer skills; have the ability to interact cordially with co-workers to accomplish tasks; and possess the willingness and the ability to travel.

GENERAL ESSENTIAL JOB FUNCTIONS:

Essential functions of this position include the demonstrated ability and willingness to:

- ❖ Communicate clearly in standard English in both written and verbal forms, and on the telephone;
- ❖ Operate a computer and a printer utilizing word processing, spreadsheet, and database applications;
- ❖ Operate various types of office equipment;
- ❖ Exhibit excellent quantitative skills;
- ❖ Exhibit excellent analytical and problem solving skills;
- ❖ Exhibit excellent organizational skills and demonstrate a great amount of attention to detail with a high degree of accuracy;

- ❖ Gain an understanding of College policies;
- ❖ Meet the physical requirements of the position as described on the attached sheet.

JOB DUTIES AND RESPONSIBILITIES:

The Assistant Registrar shall perform the following specific job functions under the supervision and direction of the Registrar:

- ❖ Communicate with the College community and the community-at-large; the participation in appropriate committees and work groups; planning and decision making; and the application of institutional, governmental, and other policies and regulations;
- ❖ Assist in the collection and dissemination of data and information needed for the completion of reports;
- ❖ Process paper and electronic transcript requests;
- ❖ Key student drops, adds and withdrawals;
- ❖ Finalize mid-term and end of semester grades
- ❖ Manage certification rosters
- ❖ Handle enrollment verification letters for students;
- ❖ Verify student education information on the National Student Clearinghouse website;
- ❖ Provide official student records to college personnel with a legitimate interest in these records;
- ❖ Provide both official and unofficial transcripts to students and other parties consistent with state and federal laws and regulations;
- ❖ Evaluate transcripts submitted to the institution to determine which hours will transfer to CCCC;
- ❖ Be flexible, patient, and work effectively with others and provide a commitment to customer service;
- ❖ Attending meetings, workshops, seminars, and other trainings which may require overnight travel;
- ❖ Have the ability to work with diverse populations;
- ❖ Complete other responsibilities as assigned by the Registrar.

Cloud County Community College offers a complete benefits package to all full-time support staff including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 8 hours per month, accumulates to 144 hours total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERs)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center