

Registrar
Gillette Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=215551>

Downloaded On: May. 9, 2024 9:33am

Posted Jun. 21, 2023, set to expire Jun. 20, 2024

Job Title	Registrar
Department	Academics
Institution	Gillette Community College District Gillette, Wyoming
Date Posted	Jun. 21, 2023
Application Deadline	open until filled
Position Start Date	September 2023
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Academic Unit
Job Website	https://gillettecollege.org/about/careers/
Apply By Email	dsanders@gillettecollege.org
Job Description	

Job Description

Job Title:	Registrar
FLSA Status:	Exempt
Grade:	10, \$60,548.80-\$87,796.80 yearly salary
Department:	Academics
Reports to:	Vice President of Academic and Student Affairs

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Job Summary

The Registrar is responsible for directing the implementation, training, socialization, coordination, and administration of campus-wide administrative assessment and improvement initiatives designed to ensure Gillette Community College District (GCCD) is fulfilling its mission and meeting its goals. This person will bring an understanding of trends in higher education trends and expertise in measures of student, academic, enrollment, financial, and institutional success. The Registrar will be responsible for planning, managing, supervising, reporting, and advising on all activities related to academic records, conferral of degrees, course registration, classroom scheduling, student information systems, and related areas. The incumbent will be responsible for delegating registration and catalog-related oversight to the staff supporting these areas, as well as working closely with the scheduling lead to ensure deadlines are enforced and met.

Essential Duties and Responsibilities

- Design, implement, and report on academic, curricular, and co-curricular assessment activities that are supervised by the Vice President of Academic and Student Affairs office, including departmental and program assessments, special assessment projects with advising and academic support services, and the use of assessment results to guide improvement
- Provide leadership in fostering a culture of assessment in which student learning outcomes are established at the course, program, and college level; instruction and assessment are demonstrably aligned with these outcomes, and assessment results are regularly reviewed and acted on to improve student learning
- Coordinating and/or conducting institutional studies, and assessments including course enrollment trends, course retention, and degree completion; developing, implementing, and maintaining systems for collecting and generating vital statistics; analyzing and interpreting, and producing reports for planning, policy-making, and quality assurance.
- Provide oversight of the academic calendar and catalog
- Monitors and verifies student enrollment data essential for official internal and external reporting related to academic and student records including but not limited to the secondary schools, Wyoming Department of Education, Wyoming Community College Commission, National Student Clearinghouse, auditors, and accreditors, as needed.
- Oversee transcript evaluations to ensure proper assignment of credit

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- Share in responsibility for database systems and processes, mainly for course management, advising, and schedule development
- Provide leadership and coordination of graduation application and degree audit processes
- Oversee maintenance of student records within FERPA guidelines
- Communicate and interpret academic policies and procedures to campus constituents
- Manage VA certifications for all VA students, oversee VA certifying official on all Department of Defense compliance documents and any other military or GI related items
- Recruit, train, supervise and evaluate all director reports in office of registrar
- Participate in college committees and task force as assigned
- Displays the ability to promote the college's interest with internal and external constituencies.
- Serve as campus Records Access Officer
- Keeps abreast of current trends and new developments in higher education
- Performs other duties as assigned by the VPASA and carries out special projects or assignments
- Prepare necessary reports and internal/external surveys
- Assist and support departments in conducting program reviews, benchmarking studies, and data gathering efforts
- Develop annual program enrollment review reports
- Serve as the Keyholder to the Integrated Post-Secondary Education Data System (IPEDS).
- Coordinate and respond to requests for information from publishers of college guidebooks and other institutional surveys.
- Participate on statewide committees
- Assist in survey design, development, and analysis.
- Assist with market research on academic programs and industry research to derive comparable metrics for benchmarking.
- Prepare annual fact book.

Knowledge, Skills, and Abilities Required by the Position

- Adept at qualitative, evaluation, and quantitative assessment and program evolution, and dedicated to developing and supporting a cohesive and resourceful team
- Proven experience in leading collaborative efforts between multiple constituencies including, faculty, staff, students, and members of the local community
- Proven leadership in a complex organizational setting, preferably within a community college
- Ability to mentor staff and advance a culture of service and partnership with all campus and system constituencies

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Working Conditions/Physical Requirements

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds
- Must be able to traverse various athletic grounds and facilities

Supervisory and Management Responsibility

- None

Minimum Qualifications

- Bachelor's degree in Educational Leadership, Higher Education, Counseling, Enrollment Management, Business Administration, Technology, Data Analytics or a related area. Master's preferred
- Three (3) years or more of experience of higher education
- Prior experience using a customer relationship management system (CRM) in a higher education setting, preferred
- Experience with the functions of a registrar's office or another university-related student service.
- Experience maintaining compliance and confidentiality of student records.
- Experience managing records and electronic files in various computer environments
- Prior experience using the student information system (SIS), degree planning software and student retention systems, preferred
- Proficiency and experience using a variety of software/database applications, platforms or systems like Ellucian (Colleague), Technolutions (Slate), Blackboard, Canvas, Watermark, ARGOS, SQL, Survey Monkey, Qualtrics, EAB (Navigate), Tableau etc., preferred

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Complete applications will contain a cover letter, resume, application, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.

HOW TO APPLY: VISIT WWW.GILLETTECOLLEGE.ORG OR SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG.

EEO/AA Policy

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Kristyn Percifield, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or kpercifield@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Danielle Sanders
HR Coordinator
Gillette Community College District

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