

Registrar
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253806>

Downloaded On: Mar. 4, 2025 5:17pm

Posted Feb. 27, 2025, set to expire Mar. 20, 2025

Job Title	Registrar
Department	Santa Ana School of Continuing Education
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Feb. 27, 2025
Application Deadline	03/20/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other Administration - Accounting & Finance
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Job Description	

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Registrar

Rancho Santiago Community College District

Salary Range: Grade G: \$127,064.79 - \$170,299.12

Job Type: Full Time

Job Number:



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CL25-01115

Location: Santa Ana, CA

Division: Santa Ana School of Continuing Education

Closing: 3/20/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning

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environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

Class Summary

Under general direction - plans, supervises, coordinates and participates in the registration program for college credit and/or non-credit students; maintains and compiles attendance reports; coordinates data processing services; assumes and performs related duties and responsibilities as required.

Representative Duties

Plans, organizes, schedules, coordinates, supervises, participates in and writes reports on early, regular, late and special programs registration; coordinate student census for state report and FTES accounting; coordinates collection of positive class attendance; coordinates the development and review of registration and admissions data processing program, maintains current information on State Education Code; reviews and handles special problems and questions referred; supervises and trains office personnel; evaluates military records for academic credit; organizes and develops procedures and materials. Oversees degree audit and update the electronic Ed Plan systems.

Organizational Relationships

This class reports to the designated administrator and acts for the administrator in his/her absence. This class manages all Admissions/Records personnel and many student workers on registration duties. This class works with administrators, faculty, students, other college personnel and the public

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and is the Admissions/Records liaison with district's IT department.

QUALIFICATIONS

Training and Experience

Bachelor's Degree or any combination of experience and education equivalent to a Bachelor's. Any combination of training and/or experience equivalent to five years of increasingly responsible management experience, including the planning and operations of a volume records function involving computer program(s), and including some experience in both college credit and non-credit admissions and records activities.

Knowledge and Abilities

Thorough knowledge of: principles of modern record-keeping, systems analysis, and data processing applications; principles of staff organization, supervision and training; modern record keeping systems and procedures.

Good knowledge of: college credit and /or non-credit student registration, admissions and record keeping procedures; California Code requirements for student residence, attendance, grading, testing and records; administrative communications practices, written and oral; college organization and procedure; statistical reporting procedures.

Familiarity with: principles of public relations, standards of professional conduct.

Ability to: read, comprehend and apply a wide range of written materials having technical, legal and policy content; plan and organize complex records systems; organize and train a large staff of full-time and student workers; cooperatively develop and plan data processing programs/systems; adapt to changing legal, policy and procedural requirements; prepare narrative and statistical reports and recommendations; participate in policy conferences; use professional judgment in staff, student and public contacts, apply legal and policy provisions to various problems, consistently and correctly; establish and maintain effective relationships with students, faculty, administrators, and other college personnel and the public.

Additional Qualifications

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Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

Application Screening

In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

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Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

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EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4822567/registrar>

Contact Information

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

Contact

Santa Ana School of Continuing Education
Rancho Santiago Community College District

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