

**Interim Registrar**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257182>

Downloaded On: Jul. 21, 2025 2:30pm

Posted May 20, 2025, set to expire Jan. 28, 2026

**Job Title** Interim Registrar  
**Department** SC - Enrollment Services  
**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** May 20, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4945850/interim-registrar>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific

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Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

*Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

To organize, coordinate, implement and manage the day-to-day operations and activities of a community college student admissions, records and enrollment services program, including enrollment and registration; provide technical information and assistance to students, counselors and other College and District personnel concerning admissions, registration, enrollment and student records; train, supervise and evaluate the performance of assigned personnel; ensure compliance with District policies and applicable State and federal regulations related to admissions, records and enrollment.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide

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participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Admissions and Records and Enrollment Services or the Dean of Enrollment Services.

Exercises functional and technical supervision over technical and clerical staff.

**REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Organize, coordinate and supervise day-to-day activities and operations of the Office of Admissions, Records and Enrollment Services; schedule, assign, manage, monitor and evaluate operations, activities and staff to ensure efficient delivery of services to students.

Develop, monitor, review and evaluate activities and operations; compile and analyze data related to program participation and evaluation; assist Director in developing organizational structures and work processes that facilitate attainment of established program goals and objectives.

Submit timely and accurate information for the production of class schedules, catalogs and brochures and ensure the Admissions and Records website is current and accurate when assigned.

Provide technical information and assistance to students, staff, administrators and others concerning college admission, registration and academic records; interpret policies and regulations and determine appropriate courses of action in unusual and complex circumstances.

Oversee the maintenance of student academic records and the evaluation of student transcripts and verifications to ensure that students/institutions receive accurate records; research and respond to questions concerning college admission and enrollment; make recommendations concerning situations that require deviation from established policies and procedures.

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Oversee the evaluation of college transcripts and related documents to determine appropriate equivalencies and number of credits completed; resolve problems regarding grades, enrollment, residency, illegal repeats, and petitions; evaluate student probation and student dismissals from College; evaluate and certify graduation petitions, certificate requests and general education certifications; compile lists of graduation and certification candidates; order, proof and issue diplomas.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for admissions, records, and enrollment programs.

Oversee staff involved in the input, updating, retrieval, verification and tracking of student data; ensure the maintenance of accurate records regarding academic, personal and other student data and maintain confidentiality of information as appropriate; monitor collection of applicable student fees to ensure accuracy and appropriateness within established guidelines; compile, record and retrieve data required to prepare federal, State and institutional reports.

Monitor and evaluate technology resources for the Office of Admission and Records to assure that SIS issues are researched, articulated, referred to and resolved; recommend system enhancements and new features including computer hardware and software enhancements; evaluate SIS performance and function with regard to accuracy, security, storage and access to student information; work with Information Technology personnel on a continual basis to assist in improving relevant computer systems including the Student Information System (SIS); conduct workshops for faculty and staff regarding new computer programs related to admissions and records as needed.

Maintain program budget and records of expenditures when assigned; provide input and recommendations regarding staffing, equipment and supply needs.

Train, supervise and evaluate the performance of assigned technical and support personnel; delegate and review assignments and projects; evaluate work products and results; develop appropriate procedures to accommodate student needs for information and assistance; establish and monitor timelines and prioritize work.

Organize, coordinate and manage the application, transcript evaluation and enrollment of international students if assigned.

Coordinate program activities with other student services functions and instructional programs;

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serve on College and District committees, task forces and other work groups; provide technical expertise concerning admissions and records.

Ensure compliance with District policies as well as State and federal laws related to assigned program; provide interpretations of codes, regulations and legislation related to admissions and records; review and certify the accuracy of data related to admissions and records.

Prepare and submit a variety of statistical and narrative reports including the college state attendance accounting report; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits.

Communicate with other student services program personnel, College and District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.

Develop goals and track achievements for assigned areas.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **EDUCATION AND EXPERIENCE GUIDELINES**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in business administration, records management, education or related field.

#### **Experience:**

At least four years of increasingly responsible experience related to admissions and records at a

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college or university, including at least one year of experience in a supervisory capacity.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

**KNOWLEDGE OF:**

Admissions, records, enrollment and registration policies and procedures for a community college.

Budget preparation and administration.

Correct English composition, grammar, spelling and vocabulary.

District and College organization, operations and objectives.

District and College policies and State and federal laws and regulations related to assigned program.

Interpersonal skills including tact, patience and diplomacy.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Planning and organizational skills.

Principles and procedures of record-keeping.

**ABILITY TO:**

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

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Analyze and assess technology solutions in relation to SIS modules, admissions and records online services, product development and enhancements, and troubleshooting.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Develop, implement, manage, monitor and evaluate the delivery of services to students regarding admission, student records, enrollment, graduation and certification.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Interpret, apply and explain applicable federal, State, and local laws, codes and regulations.

Maintain current knowledge of admissions, records and enrollment in higher education.

Maintain the security of confidential materials.

Manipulate, monitor, troubleshoot, evaluate and resolve computer problems and issues related to admissions and records.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Plan, organize, coordinate and oversee admissions and records office activities and operations.

Prepare and administer budgets for assigned program areas.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Respond to requests and inquiries from students, management, academic and classified staff and the public.

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Serve in an advisory and planning role with regard to the Student Information System.

Train, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals including student recruitment and retention.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Work Environment:**

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to contact with students and staff, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

**Physical Demands:**

Incumbents regularly sit or stand for long periods, walk short distances on a regular basis, travel to various locations, on and off campus, to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

## Supplemental Information



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**This is a temporary assignment only available to eligible, qualified applicants.**

**If selected for an interview, interviews are expected to be conducted on Monday, June 2, 2025.**

**Initial Screening Date: May 27, 2025**

Range 14 of the District Management Team Salary Schedule

Work Schedule: **Summer: Monday - Thursday (7:00 AM - 6:00 PM)**

Hours per Week: 40

Months per Year 12

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

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**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that

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students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

**Contact**

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