

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Registrar

DATE: May, 2025

SUPERVISION RECEIVED: Academic Affairs

POSITION NUMBER: S99915

DEPARTMENT: Academic Affairs

FLSA STATUS: Exempt, Full-Time, 12 months

SUPERVISION EXERCISED: Student Workers;
Work Study Students, as needed.

SALARY RANGE: Starting at \$56,000

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: The Registrar plays a crucial role in developing and complying with institutional policies and procedures to maintain the integrity and safekeeping of academic records. The Registrar ensures the efficiency of operations for the registration process and provides essential support services for students, faculty, and staff. The Registrar prepares institutional reports for both internal and external constituencies (college staff and state, federal and other agencies as required by regulation and law). The Registrar will provide an outstanding service experience that is efficient and effective in a manner that is student-centered and reflective of the College's mission and values.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:

1. Student Records Management:

- Managing the retention, retrieval, security, integrity and privacy of all permanent academic records for all current and former Dawson Community College students in accordance with College policies, the guidelines of AACRAO, MACRAO, the requirements of accrediting agencies, federal and state laws, and FERPA compliance.
- Coordinate the transcript request, enrollment verification and degree verification processes.
- Maintains statistical records relevant to enrollment, curriculum, etc. Provides auxiliary support and assistance to individuals preparing federal and state mandated reports.

2. Registration and Enrollment Services:

- Manage and oversee the entire student registration process, including coordinating course selection, scheduling, enrollment verification, and grade processing. Coordinate the creation and distribution of academic schedules and materials.
- Supervise transfer and prior learning credit evaluations.
- Provide support and guidance to students, faculty, and staff on registration, academic policies, and degree requirements.

3. Academic Advising and Support:

- Collaborate with academic departments to interpret and implement policies. Coordinate development of the Academic Calendar and the College catalog.
- Manage beginning- and end-of-term processes in Enterprise Resource Planning System, including course scheduling, fees, grades, and graduation lists. Assist students with academic planning and degree progress. Coordinate course scheduling and fee accuracy with academic leadership, using data analysis to assess course needs.

4. Compliance and Reporting:

- Assist in the preparation and submission of reports to accrediting agencies, government entities, and other stakeholders as required.

- Responsible for enrollment and degree reporting to the National Student Clearinghouse and the State of Montana.
- Conduct audits and assessments of registration processes and student records to ensure compliance with established standards.
- Serve as the Keyholder for IPEDS reporting.
- Analyze data to determine enrollment, retention, and graduation rates.
- Serves as the College's School Certifying Official (SCO) for the Veterans Administration and provides broad based assistance to veterans on educational concerns. This includes files on all veterans eligible for VA Educational Assistance and submitting proper documentation on appropriate forms to Regional Processing Centers.

5. Leadership and Collaboration:

- Provides prompt, accurate and efficient customer service to member of the campus community including students, faculty, staff, administration and external agencies as required.

7. Graduation

- Preparations for commencement including coordination of graduation applications, distributing applications to academic departments for certification, calculating graduation honors, certifying associate degree students, ordering diplomas, submitting list of graduates for commencement program and verifying degree completion when final grades have been posted.

Nature of Work: Serve our potential students, community and colleagues and articulate the value of the College. This position performs duties, which require attention to detail, accuracy, and timeliness. This position also requires successful management, leadership, and support of academic team members on a regular basis.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity employer and provider.

Required Qualifications:

- Bachelor's degree in higher education administration, student affairs, or related field.
- Three years full-time work experience in higher education, preferably as a Registrar
- High level of professionalism and confidentiality.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work effectively in a fast-paced environment and manage multiple priorities simultaneously.
- Ability to interact in a courteous, professional manner with students, faculty, administration, and the general public.
- Valid Montana driver's license.

Preferred Qualifications:

- Master's degree in higher education administration, student affairs, or related field.
- Five (5) years full-time work experience in higher education with two (2) years as a Registrar
- Experience with learning complex software management systems.
- Knowledge of relevant laws, regulations, and best practices in student records management and enrollment services.
- Experience with Jenzar (ERP Systems)
- Experience in a higher education setting

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department hr@dawson.edu
406-377-9430

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

Nondiscrimination Policy:

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.

Telephone: (406) 377-9412. **Email:** dnyberg@dawson.edu. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330