



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Director of Records
<b>LOCATION:</b>	Office of Enrollment Services Campus may vary based on the needs of the department
<b>REPORTS TO:</b>	Associate Dean of Enrollment Services
<b>GRADE:</b>	BOG 16
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week
<b>SUPERVISES:</b>	Professional and support staff

**JOB SUMMARY:** The Director of Records is responsible for the personnel and systems that maintain and evaluate official College records for students. The Director provides leadership and supervises a full range of records activities including but not limited to registration, master schedule preparation, transcripts, grade reporting, end of term processing, maintenance of student information systems for records, enrollment verification, student veterans' certification processes, monitoring student progress toward degree completion, degree audit and verification, certification and academic honors of graduates.

**DUTIES AND RESPONSIBILITIES:**

- Provide leadership and supervision to Records Department functions and staff in coordination with internal and external stakeholders. Supervise and coordinate the registration and course scheduling process for the College.
- Provide the management, security, integrity and maintenance of student academic records and records systems as it relates to records related data and business processes, including but not limited to degree audit, college calendar, curriculum updates. Maintain the College's scheduling software and produce analytical reports including but not limited to those required for strategic planning purposes.
- Plan, develop, implement, and evaluate the Records Department programs, activities and services in cooperation with academic deans, faculty, and other administrative offices to ensure conformity between campuses.

**Knight Campus**

- Oversee the Record Office related functions of the Veterans Administration program.
- Prepare and manage the operating budget for the Records Department.
- Prepare and analyze statistical reports.
- Select, train, supervise and evaluate the professional and clerical staff in the Records Department.
- Coordinate commencement preparation as related to student participation, eligibility and diploma production.
- Ensure compliance with Federal and State regulations in regard to student academic records, in particular, the Family Educational Rights and Privacy Act (FERPA) and other requirements dictated under Gainful Employment guidelines.
- Develop and maintain current policy and procedure manuals. Inform staff and other college stakeholders of changes, modifications and interpretations resulting from new or current legislation.
- Serve as liaison to administration, faculty and staff for records related issues, student progress, and service satisfaction.
- Be active and remain current with relevant professional organizations.
- Participate on College committees as assigned.
- Other related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Working knowledge of computers and related software including Series 25 Scheduling tools and other office equipment. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

- Master's degree required.

- A minimum of 5 years of full-time experience in the administration of a records/registrar office primarily at a community college or university level in a multi-campus environment required.
- Working knowledge of Banner or a similar enterprise software system preferred.
- A minimum of 3 years experience with the College's scheduling tools (Series 25) including implementation, maintenance, and regular use of the scheduling software required.
- Full-time experience at or above the Associate Director level preferred.
- Demonstrated leadership in a collective bargaining environment preferred.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

- Demonstrated ability to communicate effectively and diplomatically with others
- Demonstrated commitment to providing student-centered services in a college or university setting
- Effective problem solving ability
- Willingness to assume leadership in promoting good public relations in dealing with College faculty, staff, students and other agencies.
- Excellent customer service skills are essential.

***CCRI is an Equal Opportunity / Diversity Employer.***

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.*