



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Assistant Registrar - Scheduling
REPORTS TO: Director of Records
GRADE: CCRIPSA 12
SUPERVISES: Professional and Clerical Staff

JOB SUMMARY: With the Director of Records, establish and supervise all activities regarding registration, scheduling and maintenance of academic records for all Community College students.

DUTIES AND RESPONSIBILITIES:

Responsible for all facets of creating, managing, communicating, and disseminating the master schedule as well as associated timelines and related duties (such as using Resource & Schedule 25 and preparing for registration) for each semester and parts of term.

Responsible for setup, implementation, and maintenance of all degrees, majors, and concentrations in Degree Works. Responsible for maintaining existing data as well as adding newly approved courses from Curriculum Council.

Serve as primary contact for others who may be assigned access to Degree Works and Scribe for specific programs; providing training and troubleshooting as required.

Responsible for utilizing "SureCode" and "Transit" to ensure that data in Banner and in Degree Works are consistently in sync and resolving issues.

Responsible for scheduling all academic spaces as directed; backup to staff for scheduling of non-academic spaces.

Manage system security for the Banner student module. Testing upgrades / new functionality in Banner and Luminis (MyCCRI) on an as needed basis as assigned.

Assist with all Records Department activities, as directed. Maintain academic records for all Community College students.

Work closely with other departments to resolve issues and improve students' experience and satisfaction with the college, including special populations such as Veterans.

Issue transcripts within limits of policies regarding confidentiality.

Train and supervise appropriate professional and clerical staff.

Respond to inquiries and certify enrollment status to internal and external agencies.

In conjunction with, or at the request of the Director of Records, serves on various committees as directed. Maintain a close working relationship with other College departments.
Serve as the liaison between the Community College of Rhode Island and external agencies to handle the entire registration process, managing grades, student records, etc.

Coordinate all aspects of the Final Exam Schedule

Assist the Director of Records with graduation activities and end-of-term processing as directed.

Serve as the Director of Records in his/her absence.

Other related duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in a related field required. At least four years of progressively responsible experience in Enrollment Services required. Knowledge of Student Information Systems, preferably Banner, required. Knowledge and experience with Resource 25 and degree auditing software preferred. At least four years of classroom scheduling experience 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