



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Registrar
POSITION NO.	501481
LOCATION	Lincoln
REPORTS TO	Associate Director Records
GRADE	CCRIPSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	N/A
REVISION DATE	November 2015

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 “Sure Code” 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 his/her absence.
- Other related duties as assigned.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor’s Degree in a related field
- At least four years of progressively responsible experience in Enrollment Services.

- At least four years of classroom scheduling experience.

PREFERRED QUALIFICATIONS:

- Knowledge of Student Information Systems, preferably Banner, required. Knowledge and experience with Resource 25 and degree auditing software

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.