



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Director of Records
<b>POSITION NO.</b>	501033
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Dean of Enrollment Services
<b>GRADE</b>	BOE 16
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week
<b>SUPERVISION</b>	Professional and support staff
<b>REVISION DATE</b>	January 2013

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**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.
- 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.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED 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.

**PREFERRED QUALIFICATIONS:**

- 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.

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