



JOB CODE: AC/IR01

Job Description

Job Title: Registrar
FLSA Status: Exempt
Grade: 33
Department: Academics
Reports to: Vice President of Academic and Student Affairs

Job Summary

The Registrar is responsible for directing the implementation, training, socialization, coordination, and administration of campus-wide administrative assessment and improvement initiatives designed to ensure Gillette Community College District (GCCD) is fulfilling its mission and meeting its goals. This person will bring an understanding of trends in higher education trends and expertise in measures of student, academic, enrollment, financial, and institutional success. Will possess the ability to ensure that data on campus is current, accurate, accessible, and delivered (or easily accessible) in a format that is user-friendly. The Registrar will be responsible for planning, managing, supervising, reporting, and advising on all activities related to academic records, conferral of degrees, course registration, classroom scheduling, student information systems, and related areas. The incumbent will be responsible for delegating registration and catalog-related oversight to the staff supporting these areas, as well as working closely with the scheduling lead to ensure deadlines are enforced and met.

Essential Duties and Responsibilities

- Design, implement, and report on academic, curricular, and co-curricular assessment activities that are supervised by the Vice President of Academic and Student Affairs office, including departmental and program assessments, special assessment projects with advising and academic support services, and the use of assessment results to guide improvement
- Coordinating the collection, analysis, interpretation, and application of all relevant institutional data and the preparation of documentation, reports, and survey responses for characterizing institutional profile(s), strategic planning, decision support, assessment, continuous improvement, and overall institutional effectiveness.
- Provide leadership in fostering a culture of assessment in which student learning outcomes are established at the course, program, and college level; instruction and assessment are demonstrably aligned with these outcomes, and assessment results are regularly reviewed and acted on to improve student learning
- Coordinating and/or conducting institutional studies, and assessments including enrollment trends, retention, and degree completion; developing, implementing, and maintaining systems for collecting and generating vital statistics; analyzing and interpreting, and producing reports for planning, policy-making, and quality assurance.
- Provide oversight of the academic calendar and catalog
- Monitors and verifies student enrollment data essential for official internal and external reporting related to academic and student records including but limited to the secondary schools, Wyoming Department of Education, Wyoming Community College Commission, National Student Clearinghouse, auditors, and accreditors, as needed.

- Oversee transcript evaluations to ensure proper assignment of credit
- Share in responsibility for database systems and processes, mainly for course management, advising, and schedule development
- Provide leadership and coordination of graduation application and degree audit processes
- Oversee maintenance of student records within FERPA guidelines
- Communicate and interpret academic policies and procedures to campus constituents
- Manage VA certifications for all VA students, oversee VA certifying official on all Department of Defense compliance documents and any other military or GI related items
- Recruit, train, supervise and evaluate all director reports in office of registrar
- Participate in college committees and task force as assigned
- Displays the ability to promote the college's interest with internal and external constituencies
- Serve as campus Records Access Officer
- Keeps abreast of current trends and new developments in higher education
- Performs other duties as assigned by the VPASA and carries out special projects or assignments
- Assist in oversight of the college wide planning process, particularly with environmental scanning teams, SWOT analysis, and establishment of key performance indicators.
- Provide support in the analysis and interrelation of student retention data and student satisfaction
- Prepare necessary reports and internal/external surveys
- Assist and support departments in conducting program reviews, benchmarking studies, and data gathering efforts
- Develop annual program enrollment review reports
- Oversee the collection, organization, and reporting of institutional data
- Serve as the Keyholder to the Integrated Post-Secondary Education Data System (IPEDS).
- Coordinate and respond to requests for information from publishers of college guidebooks and other institutional surveys.
- Participate on statewide committees
- Assist in survey design, development, and analysis.
- Develop and disseminate College-wide benchmarks, key performance indicators, and other metrics.
- Assist with market research on academic programs and industry research to derive comparable metrics for benchmarking.
- Prepare annual fact book.
- Represent the Institutional Research function on college committees.

Knowledge, Skills, and Abilities Required by the Position

- Adept at qualitative, evaluation, and quantitative assessment and program evolution, and dedicated to developing and supporting a cohesive and resourceful team
- Proven experience in leading collaborative efforts between multiple constituencies including, faculty, staff, students, and members of the local community
- Proven leadership in a complex organizational setting, preferably within a community college
- Ability to mentor staff and advance a culture of service and partnership with all campus and system constituencies

Working Conditions/Physical Requirements

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds

- Must be able to traverse various athletic grounds and facilities

Supervisory and Management Responsibility

- None

Minimum Qualifications

- Bachelor's degree in Educational Leadership, Higher Education, Counseling, Enrollment Management, Business Administration, Technology, Data Analytics or a related area. Master's preferred
- Three (3) years or more of experience in data analytics, reporting, and institutional research at the post-secondary education level with responsibilities directly related to this position (i.e. performing, coordinating, and analyzing institutional research using computer applications, large databases, statistical packages, data visualization tools, and conducting institutional research)
- Prior experience using a customer relationship management system (CRM) in a higher education setting, preferred
- Experience with the functions of a registrar's office or another university-related student service.
- Experience maintaining compliance and confidentiality of student records.
- Experience managing records and electronic files in various computer environments
- Prior experience using the student information system (SIS), degree planning software and student retention systems, preferred
- Proficiency and experience using a variety of software/database applications, platforms or systems like Ellucian (Colleague), Technolutions (Slate), Blackboard, Canvas, Watermark, ARGOS, SQL, Survey Monkey, Qualtrics, EAB (Navigate), Tableau etc., preferred

Complete applications will contain a cover letter, resume, application, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.

HOW TO APPLY: VISIT WWW.GILLETTECOLLEGE.ORG OR SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG

Equal Opportunity and Affirmative Action Employer

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