



LEECH LAKE TRIBAL COLLEGE JOB DESCRIPTION

POSITION TITLE: Registrar
DEPARTMENT: Student Services
REPORTS TO: Dean of Student Services
CLASSIFICATION: Non-Exempt
REVISED: 07 April 2020

PRIMARY FUNCTION:

Under the general direction of the Dean of Student Services, the Registrar is responsible for the administration of the College's student and course information and procedural systems including admissions, registration, and assessment of fees, grading, degree audits, transcripts, diplomas and the storage and maintenance of student academic records.

ACCOUNTABILITY:

The Registrar reports directly to the Dean of Student Services. This position is required to work full time and be accountable for being at work between the hours of 8:00 am to 4:30 pm. and adjusts work schedule accordingly in order to assist with registration, commencement, and other activities as assigned.

ESSENTIAL RESPONSIBILITIES:

1. Student Admission:

- Ensure the student admission process is completed in a timely manner to process official student admittance and the petition process.
- Keep the Admission Office in full compliance with the requirements and policies of the Leech Lake Tribal College and all accrediting agencies.
- Comply with good admission practice as prescribed by the American Association of Collegiate Registrar and Admissions Officers.
- Review and update admission application and forms when needed.
- Collect and disseminate admission data to provide academic and student information for statistical reporting needed for admissions and meet college reporting goals.

2. Student Registration:

- Ensures compliance with the Academic Calendar due dates, perform registration duties to include but not limited to: enter the finalized course schedule and student registration in the academic information system; notify students of any course changes or cancellations; distribute grade rosters to faculty; enter, print and mail midterm and final grades.
- Monitor and enforce the Standard of Academic Progress.
- Uphold the Family Educational Rights and Privacy Act (FERPA).
- Verify completion of program requirements and issue signed diplomas/certificates prepare commencement list for distribution.
- Evaluate transfer student official college transcripts for course transfer.
- Issue official and unofficial academic transcripts in accordance with college policies.

3. Student Advising & Public Relations:

- Works directly with students regarding registration, records, grades and graduation to include interpretation of regulations, policies and procedures.
- Listens to student concerns and makes appropriate suggestions and/or takes appropriate steps to solve the problem(s); makes appropriate referrals when necessary.
- Participates in appropriate campus activities involving student and Student Senate related programs during registration/student orientation activities.
- Advises students on academic, career and personal issues; identifies the educational and career options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications.
- Identifies options for student to satisfy degree requirements; evaluates and makes recommendations on petitions and amendments to student's program of study; assists students in completion.
- Monitors academic progress of students; analyzes progress reports from instructors; determines eligibility and satisfactory progress toward degree; identifies current and potential needs or problem areas (e.g., study skills, tutoring) and refers students to appropriate campus resources for assistance.
- Responds to inquiries from the general public received via written and electronic communication as to the purview of Registrar Duties.
- Promotes the mission of the College in all community activities and contacts.

4. Academic Planning & Development:

- Recommends to Dean of Student Services institutional and divisional policies and procedures related to student admissions, academic records, registration process, degree and record audit systems, and transcripts, as well as academic information systems.
- Provides enrollment reports as requested by the Dean of Student Affairs.
- The IPEDS (Integrated Postsecondary Education Data) key holder, who compiles information for the HLC Annual Update (non-Financial portion), BIA, ISC, from enrollment numbers and CEU numbers from OCCE, and is the person in charge of collecting and submitting information for the AIMS/AKIS.
- Assist the Financial Aid Director with Annual State Grant report.
- Reports enrollment, retention, persistence, and graduation statistics to the campus as relevant
- Maintains graduation data, including official lists of graduates for each year. A list of graduates needs to be submitted to the appropriate college personnel by stated deadlines.
- Seek out unique and creative tools and ideas to implement on the college website, brochures or catalog, for Admissions and Registration.
- Assist in the development of student retention; chair or serve on various college committees.
- In coordination with Dean of Academic Affairs, assists with the development of course schedules and faculty rosters.
- Responsible for the coordination of the production and updating institutional catalog.

5. Financial Responsibility:

- Responsible for maintaining accurate records related to the Enrollment Services budget; monitor and report any pending problems to the Dean of Student Affairs.
- Prepares and presents to the Dean of Student Affairs an annual report on activities in the areas of responsibility, which reflects objectives for the new Academic Year and projected budget needs for the coming year.

Special Conditions:

- *Work Schedule:* Generally 8:00am – 4:30pm. Adjusts work schedule in order to assist with registration, commencement and other activities as assigned. Must be on campus and available during times designated for student registration.
- *Travel:* Travel may be required to attend organizational and professional development activities.
- *JENZABAR:* Comprehensive Student administration system.
- Resolve or assist in the resolution of problems and/or complaints and initiates corrective action as appropriate
- Serves on various college committees and participates in professional organizations as appropriate to assignment.
- Performs other related duties as required or assigned.

EXPERIENCE / REQUIREMENTS:

- A strong commitment to the mission and vision of the College, including support for LLTC's emphasis on Anishinaabe values, lifelong learning, and community service.
- Experience with JENZABAR software.
- Experience with institutional reporting such as IPEDS, state reporting, and National Student Clearinghouse.
- Experience working with American Indian students and/or in a Native community.
- Familiarity with matriculation policy and requirements.
- Knowledge of federal and state codes, laws and regulations relating to the function of the position.
- A strong commitment to meeting student needs and providing a quality educational experience for all students.
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities.
- Experienced in use of general office equipment.
- Possess a pleasing telephone manner, diplomatic skills, and tact in dealing with general public, students, staff, and faculty.
- Shows initiative and requires minimal supervision to achieve assigned duties.
- Possess excellent organizational and planning skills.

ABILITIES / SKILLS:

- Ability to provide leadership skills resulting in productive, efficient working relationships.
- Ability to effectively plan, develop and administrate registration programs, policies and procedures.
- Deal effectively, empathetically, diplomatically and fairly with students.
- Ability to make effective decisions and take independent action.
- Ability to apply team building strategies.
- Ability to research and analyze information.
- Identify trends and foresee problems.
- Visibly and positively represent College to the public.
- Ability to communicate effectively verbally and in writing.
- Ability to effectively mediate conflicts.
- Skill in establishing and maintaining effective working relationships with students, staff, faculty, and the public.
- Ability to perform consistently under the pressure of deadlines and other administrative demands.

- Ability to provide quality customer service and support to the LLTC and all stakeholders.
- Ability to participate effectively as a team member of LLTC, ability to understand and interpret rules and regulations, and ability to readily adjust to change.
- Ability to use own judgment in decision-making situations.
- Demonstrated skills in communication, interpersonal relations, office management, records management, supervision, office procedures, and bookkeeping.

EDUCATION:

Bachelor's degree in education, business administration, or related area preferred. Minimum of two year's experience in a supervisory or management position; related work experience with appropriate education level may be substituted for one year of experience in a supervisory or management level position; Work experience in a tribal college or higher education environment preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Minnesota driver's license and current auto insurance.

Employee Signature: _____ Date: _____