



JOB DESCRIPTION- REGISTRAR

General Description/Primary Purpose

The Registrar Director reports to the Assistant Vice President of Enrollment Management and is responsible for administering all functions and services related to the registration and graduation of students. This person oversees the certification of veterans educational benefits and assists with the collection, interpretation, and use of institutional data for planning, assessment, reporting, and decision making. This employee is responsible for the daily operations of the Office of the Registrar and supervises the employees assigned to this area.

Classification: Full-Time- Exempt

Salary: Salary commensurate with qualifications, education and experience, plus fringe benefits

Appointment: 12 month

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Essential Job Functions and Duties

1. Supervises the registration of incoming and continuing students
2. Coordinates the assessment of transfer credit and transfer credit applicability toward degree
3. Responsible for the evaluation of credits earned for degree completion/graduation and the ordering of diplomas
4. Responsible for the establishment and maintenance of record-keeping policies and procedures, including the issuance of transcripts and diplomas and the release of official student data
5. Maintain academic records-making adjustments such as transfer credits, grade changes, major changes, advisor changes
6. Oversees course registration and grade submission processes each semester
7. Interprets policy of the MSC Board of Regents and OSRHE and monitors implementation of policy
8. Research, analyze, and resolve student disputes as they relate to records and registration
9. Direct and coordinate college registration activities, including enforcement of Academic Standing requirements

10. Respond to related inquiries and prepare required reports
11. Assists with the college's research activities, including collecting, analyzing, interpreting, and reporting information on the characteristics of the college
12. Prepares state, federal, and college accountability reports according to documented requirements, ensuring accuracy and timeliness
13. Responsible for collecting, recording, maintaining, and reporting of student records within FERPA guidelines, e.g.; grades, registration data, transcripts, athletic eligibility and audits
14. Foster and support the ongoing development of staff by providing orientation, training, performance coaching, continuing education, and professional development opportunities
15. Investigate and develop ways to meet and improve services to prospective and enrolled students
16. Manage the office effectively, including goal setting, delegating responsibilities, staff training, etc.
17. Attend professional meetings to keep current with areas of responsibility
18. Serve on campus committees as appointed
19. Plan and administer department budgets consistent with achieving college goals and objectives
20. Responsible for academic appeals and academic reprieves and renewals
21. Adhere to all institution policies and procedures and all federal and state regulations and statutes
22. Support the mission, vision, values, and goals of the institution
23. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
24. Accept other responsibilities and duties as assigned
25. Report directly to the Assistant Vice President of Enrollment Management
26. To meet objectives of virtual-work related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Required Knowledge, Skills, and Abilities

Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Demonstrate knowledge of federal and state regulations, including FERPA, Veterans Administration, OSRHE regulations, etc.
- Ability to provide leadership, organize work, and delegate when appropriate.
- Ability to communicate effectively, both orally and in writing.
- Ability to demonstrate problem-solving skills.
- Ability to meet deadlines.
- Demonstrate knowledge of, or ability to become familiar with, two-year and/or community

college systems in Oklahoma.

- Demonstrate knowledge of, or the ability to learn, computer software and systems relevant to the Registrar position such as Ellucian Colleague.
- Demonstrate skills in Word, Excel, and PowerPoint.
- Knowledge of modern electronic student record storage and delivery systems.
- Knowledge of federal and state regulations relating to the Registrar position and to the submission of institutional data to the state.
- Knowledge of data processing, research methods and/or analysis experience.
- Exhibit initiative, mature judgment, resourcefulness, confidentiality and strong interpersonal and communication skills.

Other Ergonomic Requirements

In performing job functions, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. Tasks such as typing and working at a computer keyboard involve extensive wrist and hand movements. All individuals are required to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential function of the job.

Hours:

This position will generally require a 37.5 hour work week during the following hours: Monday thru Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 12:00 p.m. However, job responsibilities may require work and/or travel at various hours.

Qualifications:

1. **Education:** Masters degree or other combination of education and experience.
2. **Experience:** Two-year college and/or university experience in business services or related areas preferred.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

Application Process:

1. Letter of application
2. Resume
3. Official transcript(s) required
4. Murray State College employment application
5. Complete the Background Check Consent Form on the MSC Website

Submit Application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

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