JOB DESCRIPTION

Job Title: Registrar

Reports to: Director of Enrollment

Hours: part-time with the possibility of full-time

Location: Remote/work from home with occasional office visits

William Carey International University (WCIU) seeks a Registrar (part-time with the possibility of full-time) to support our growing international academic community. WCIU offers online graduate education to students from around the world in areas of development studies and transformational urban leadership. The Registrar would be a vital part of a diverse team of faculty, staff, and administrators working to achieve our vision of a flourishing world, ripe with wholeness and peace for all peoples. Please visit https://www.wciu.edu/ for more information about WCIU.

If you are interested, please send your contact information and resume to tom.rutherford@wciu.edu.

Position Summary:

The primary role of the Registrar is to ensure the accuracy and security of WCIU academic records. The Registrar maintains the WCIU learning management and student information system. The Registrar implements WCIU academic policies and procedures and ensures the security and privacy of student data.

Key responsibilities include:

- Learning Management/Student Information System (Populi):
    - Academic term and course set-up.
    - Course registration.
    - Course finalization.
    - Enrollment agreement processing.
    - Maintenance of critical enrollment documents.
    - New program set-up and program changes.
    - Student profile set-up and record maintenance including system access, program, degree, tuition schedule, global tiered tuition discount category, tags, etc.

- Student Progress Monitoring:

- o Minimum GPA.
- o Probation and academic warnings.
- o Leave of absences.
- o Visiting student course limit.
- o Provisional enrollments.
- o Inactive students.
- o Length of time in program.

- Degree Completion Processing:
  - o Process applications for graduation.
  - o Perform degree audits and graduation checklists.
  - o Issue diplomas and final transcripts.
  - o Send job placement questionnaires to graduates.

- Student Services:
  - o Process transcript requests and incoming transcripts.
  - o Process course registrations.
  - o Process course and program withdrawals.
  - o Process leave of absence requests.
  - o Respond to registrar related questions from students.

- Reporting: generate and analyze data pertaining to enrollment, graduation rates, student retention, persistence, etc. for the following reports:
  - o California Bureau for Private and Post-Secondary Education (BPPE) Annual Report
  - o BPPE School Performance Fact Sheets
  - o BPPE Monthly Cancellation Report
  - o BPPE Quarterly Student Tuition Recovery Fund Report
  - o Distance Education Accrediting Commission (DEAC) Annual Report
  - o Demographic Reports
  - o Institutional Effectiveness Plan Data
  - o Monthly Program Enrollment Lists
  - o Quarterly Course Registration Report
  - o Other reports as needed

- Administrative: maintain documentation and implement academic and records policies
  - o Maintain WCIU Academic Catalog.
  - o Maintain and publish WCIU Academic Calendar.
  - o Implement WCIU academic policies.
  - o Implement WCIU Record Retention policies.
  - o Implement WCIU Privacy Policies (including FERPA training and compliance).

- o Monitor state authorization compliance.
- o Completion of compliance training as scheduled by Human Resources.

- Financial: Work with accounting team to
  - o Set up invoice and discount structures
  - o Coordinate regarding students accounts and collection.
  - o Apply university grants and scholarships.
  - o Issue refunds and credit transactions.
  - o Support student account inquiries from students.

Knowledge, Skills and Abilities:

- Disciplined self-starter with a strong attention to detail and accuracy.
- Excellent organizational skills.
- Knowledge of academic policies, procedures, processes and regulations.
- Success in managing multiple priorities and deadlines.
- Ability to be flexible with growth and change.
- Dependable, resourceful, and able to work independently.
- Excellent interpersonal and communication skills.
- Ability to collaborate with multiple departments (including the faculty).
- Ability to work in unity with a diverse team.
- Ability to maintain confidentiality at all levels.
- Proficient in Microsoft Excel and Word.
- Knowledge of the Family Educational Rights and Privacy Act (FERPA).

Qualifications:

- Bachelor's degree required.
- At least two years of experience as a university registrar or assistant registrar.
- Two years of experience using student information systems, Populi preferred.
- Alignment with WCIU's Mission, Vision and ethos.
- **Minimum Physical Requirements:**
  - While performing the duties of this job, the employee is frequently required to sit for extended periods of time. The employee in this position may occasionally lift and or move loads of 25 lbs. and bend over to file paperwork.

JOB DESCRIPTION

By signing below I acknowledge that I have read and received a copy of this job description. I further acknowledge that my job duties can change from time to time based upon organization needs.

_____
Print Name

_____   _____
Signature   Date