



Job Description

Job Title: Associate Registrar
Department: Academic Affairs
Reports to: Registrar
Classification: Full-time (1.0 FTE); Exempt; 12 month
Date: May, 2023

Job Summary:

The Associate Registrar works closely with the Registrar to maintain the integrity of all student records and serve the academic needs of the campus community.

Essential Functions:

- Support the mission, vision, and values of Bethel College
- Evaluate high school transcripts for prerequisites met, ACT scores and Accuplacer exam scores; enters appropriate data needed by advisors in the administrative computing system
- Handles various academic processes including international and domestic pre-college and transfer transcript data entry, registration records, enrollment verifications, grade entry by faculty, graduation application processes and data integrity
- Oversees student registration, academic and residency requirements; monitors adds, drops and withdraws; maintains student information system modules; maintains declaration of major forms
- Assists with preparation of the course schedule for each term and room assignments for courses
- Fulfills unofficial and official transcript requests
- Responsibility for maintaining accurate and complete records for all students, records retention, archiving and retrieval while maintaining confidentiality ensuring compliance with the college, state and federal laws, policies and regulations
- Establishes cohorts and tracks cohort retention and graduation rates
- Produces honor roll information for publication
- Maintains the college catalog online and in print form
- Assists in the coordination of the college commencement activities
- NAIA certification of athletic eligibility for student-athletes working closely with the Faculty Athletic Rep
- Sets up students for online courses through Acadeum and CX
- Assists with institutional statistical research and data reporting
- Assumes the role of the Registrar in their absence
- Demonstrate flexibility and willingness to learn and adapt to changing work processes, including moving from in-person to remote work and back, as necessitated by college policy or as directed by the supervisor
- Satisfy the duties of a Campus Security Authority (CSA) relating to Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and satisfy the duties of an Official with Authority (OWA) and Mandated Reporter relating to Title IX and the Bethel College [Equal Opportunity, Harassment, & Non-Discrimination Policy and Procedures](#)
- Arrive on time for work, attend work regularly, and successfully complete the responsibilities of the position
- Comply with Bethel College policies and procedures

Supervisory Responsibility:

- Supervises student worker

Education & Experience:

- Bachelor’s degree or comparable registrar work experience
- Previous experience in an education setting helpful

Necessary Skills

- Ability to manage multiple projects, meet deadlines and collaborate successfully with administration, faculty and staff
- Excellent interpersonal, oral and communication skills and ability to work effectively with a wide range of constituencies in a diverse community
- Strong technological skills including Excel, Word and Google docs
- Experience with Jenzabar CX or another college or university student information system
- Familiar with reviewing course descriptions and degree audit
- Detail oriented with effective organizational and customer service skills, fostering a cooperative work environment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of the position require:

- Minimal lifting (up to 25 lbs.) and reaching.
- Operates a computer and other office productivity machinery, such as telephone, calculator, copy machine, and printer for extended periods of time.
- Moving about to accomplish tasks or moving from one classroom or building location to another.
- Ascending and descending stairs.
- Ability to perform tasks both sitting and standing for extended periods of time.
- Ability to function well in a standard office setting
- Medium/indoor work environment

Work Environment/Environmental Condition:

All the essential job functions are subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. This position description is not all-inclusive and may change at the option of the (supervisor or department head). Any major change will result in the position being reviewed for reclassification.

Signature of Supervisor

Date

I acknowledge that I have read this job description, understand the expectations of this position, and can perform the essential functions of this position with or without accommodation.

Signature of Employee

Date

Bethel College does not discriminate in its employment practices or in its educational programs or activities on basis of race, religion, color, sex/gender, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law. The College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Director of Human Resources & Compliance (Title IX Coordinator). For a complete copy of the policy or for more information, please contact the Director of Human Resources & Compliance (Title IX Coordinator) or the Assistant Secretary of Education within the Office for Civil Rights (OCR). Website: <https://www.bethelks.edu/about/consumer-information/nondiscrimination-statement>