



Montcalm Community College

Title: Director of Admissions and Registrar	Department: Student Services
Employee Group: Administration	Employee Classification (if applicable): N/A
Immediate Supervisor: Dean of Student and Enrollment Services	Supervises: Student Services Support Staff
Hours: 40	EX/NE: Exempt

General Description:

The Director of Enrollment and Registrar plays a pivotal role in overseeing all aspects of student enrollment and academic records management within the institution. They serve as the Registrar at the College. This multifaceted position involves aiding the Dean in the development and execution of the strategic enrollment and retention management plan to attract and retain students while ensuring adherence to institutional goals and accreditation standards. This vital role is multifaceted and crucial to ensuring the overall student experience ensuring that students have a seamless and supportive journey from enrollment to graduation.

Position Responsibilities:

1. Leadership and Oversight

- a. Serve as the Registrar and oversee all prospect and student records management.
- b. Supervise student services support staff.
- c. Responsible for the development and assessment of departmental policies and procedures.
- d. Serve as administrative backup for the Dean of Student and Enrollment Services.
- e. Aid in the management of the student services annual department budget.
- f. Provides oversight for the overall student experience, ensuring transactions related to collecting, processing and analyzing student data are seamless to staff and students.
- g. Collaborates with academic affairs, financial aid, student services and other departments to ensure a cohesive and supportive environment for students.
- h. Review and advise the Dean regarding when final decisions on student issues and processes need to be made.

2. Student Records Management

- a. Maintain student records ensuring accuracy, integrity, and confidentiality.
- b. Oversee processes for transfer articulation, including advance placement, CLEP, and prior learning credit, and credit by exam.
- c. Ensure data integrity in Jenzabar, Slate, Curriculog, Acalog, and Coursedog.
- d. Supervise student record systems, including student records modules.
- e. Provide oversight for processing outgoing transcript requests and enrollment verification.
- f. Provide central oversight for student data and its flow from one system to another.

3. Registration and Enrollment

- a. Develop and implement registration processes and prerequisite course rules.
- b. Coordinate National Clearinghouse monthly reporting of enrollment along with internal, state, and other reporting.
- c. Collaborate with academic affairs to develop course schedules and academic calendars.

- d. Process and coordinate grades submission and related processes, including but not limited to communicating with Faculty, enter grades corrections, process incomplete requests, confirming last date of attendance.
4. **Graduation and Transfer**
 - a. Oversee graduation audits, degree applications, transcript evaluations, and assist in planning the annual commencement ceremony.
 - b. Evaluate and post transfer credits from various sources, including CLEP, DANTES, military, and prior learning.
 - c. Maintain transfer guides for partner institutions and collaborate on state transfer projects.
5. **Compliance and Reporting**
 - a. Ensure compliance with all federal and state regulations guiding the Enrollment Services function.
 - b. Responsible for FERPA compliance training.
 - c. Collaborate with financial aid, business office, and other departments to meet regulatory guidelines.
 - d. Assist in the certification of enrollment records and preparation of state and federal reports.
6. **Systems Management and Documentation**
 - a. Create and maintain system documentation and facilitate campus training on registration, records, and degree audit services.
 - b. Respond to data requests and troubleshoot issues related to course transfer and graduation.
7. Participate in committees relevant to the functions of admissions and registrar.
8. Other duties as assigned.

Required Qualifications:

1. Bachelor's degree in education, administration, or equivalent experience accepted
2. Supervision experience
3. Ability to handle confidential information
4. Effective communication and organizational skills
5. Commitment to diversity and inclusion

Preferred Qualifications:

1. Master's degree in education, administration, or related field
2. Previous Registrar or related role experience
3. Knowledge of coursework in programming
4. 5 years of experience in an enrollment-related area

Technology Preferences:

1. Experience with SIS platforms such as Jenzabar, or similar system
2. Ability to manage, update, and extract data from SIS. Proficiency in database management and data analysis.
3. Skills in SQL or other query languages to extract and manipulate data
4. Ability to use workflow automation tools like Microsoft Power Automate, Zapier, or similar automated routine processes.
5. Proficiency in CRM systems used for student engagement and retention, such as Slate, Salesforce or Microsoft Dynamics.
6. Basic understanding of programming or scripting languages (e.g., Python, JavaScript) for automating tasks and data handling.
7. Experience with National Student Clearinghouse reporting and other compliance-related software.
8. Capability to train staff and faculty on using technology tools effectively

Benefits:

Medical, Dental and Vision coverage, high deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under

REMUNERATION:	\$55,000 - \$65,000 (determined by experience)
APPLICATION DEADLINE:	October 3, 2024 @ 12 PM
START DATE:	ASAP
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.