Houghton College Job Description
Registrar/Director of Academic Records

Function: To plan, organize, and manage all of the activities related to the Registrar’s/Academic Records Office, including the organization and security of student academic records. Enhance working relationships with other departments to maximize student experience.

Essential Responsibilities:

- Hire, supervise, and evaluate Academic Records Office staff in order to ensure an efficient and effective workflow;
- Oversee the college's academic information infrastructure, including Academic Records archives, the college catalog, and any electronic information system(s) related to student academic records/processes;
  - Collect, record, maintain, and report student academic data within FERPA guidelines (e.g., grades, registration data, transcripts, athletic and co-curricular eligibility)
  - Course and classroom scheduling
  - Transcript evaluation, degree audits, graduation certification
  - Coordinate, collect, record, maintain and report data to both internal constituents and outside agencies, including state and federal governments and various accrediting bodies;
  - Facilitate submissions to NYS for new programs or changes to existing programs;
  - Deal with catalog and registration/records policy questions;
  - Provide training related to the campus administrative system and Records Office processes and procedures;

- Seek to maximize service to constituents;
  - In cooperation with those involved with Advising (Academic Dean, Faculty, Center for Academic Success and Advising, etc.) and Enrollment Management (Admission, Financial Aid and Student Financial Services) seek to maximize student satisfaction and experience through “one-stop shopping” and other initiatives.
  - Perform relevant research and analysis to help resolve student records/registration issues;
  - Recommend policies and procedures related to student advising, enrollment, registration, records, class schedules, instructional space scheduling, residency and graduation requirements;
  - Coordinate, evaluate, and certify all graduation applications and assist with the graduation process;
• Work with Technology Services in investigating and developing appropriate recommendations for implementation of technology applications to increase efficiency or improve services offered.
• Develop and administer the departmental budget;
• Participate in professional development activities;

Qualifications:

• Bachelor’s degree required. Masters degree highly preferred.
• Proven record of successful supervisory experience
• Minimum of 5 years experience in Registrar/Academic Records Office or closely related area.
• Demonstrated understanding of the application of technology in academic record maintenance
• A positive attitude and ability to plan and adapt to change.
• Ability to collaborate effectively with students, college departments and cross-functional teams
• “Customer Service” mindset
• Strong oral and written communication skills

To apply please send a cover letter, resume, three references, and statement of Christian commitment to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu

(Application materials preferred via email)