



Registrar for Traditional Programs

DEPARTMENT	STATUS	CLASSIFICATION	RANK	DATE LAST UPDATED
160 – Registrar	Full-Time	Exempt	Manager I	April 2018

PURPOSE

To maintain the academic and student records for the traditional programs and to support other campus departments through the distribution of those records. The Registrar for Traditional Programs is in a unique administrative role working with faculty, administration, students, prospective students and alumni. The person may serve as mediator between these different groups and must execute duties with accuracy, diplomacy, and tact.

GENERAL DESCRIPTION

The Registrar for Traditional Programs (RTP) reports directly to the Vice President of Academic Affairs (VPAA). The RTP oversees registration, graduation, maintaining student records, administrating academic policies, and providing leadership for the Registrar's Office to provide quality service to students, alumni, and campus departments in conjunction with the Registrar for Adult and Graduate Studies (RAGS). The RTP monitors students' progress toward degrees through degree audits, processing grades, and overseeing academic advising. The position oversees issuing transcripts, maintaining accurate data for institutional reports, and managing the department budget. The most senior, in terms of service, of the RAGS and the RTP serves as the Senior Registrar—In addition to the specific job description for the Registrar holding the Senior Registrar title, the Senior Registrar provides oversight and direction and is responsible for the all areas of the Registrar's Office.

ESSENTIAL DUTIES

Responsibilities include, but are not limited to, the following:

- Works in tandem with the RAGS to hire, train, and effectively supervise the staff of the Registrar's Office.
- Oversees the Campus Management System (CMS) database, LPC Portal, and administration, including working with the CMS provider and IT personnel to plan, devise, debug, and maintain the system.
- Plans, implements, and evaluates procedures, policies, and systems for the registration of students in classes.
- Ensures accurate reporting of information to State and Federal education agencies.
- Uploads enrolled students in the Library, Café, and National Student Clearinghouse Enrollment Reporting systems.
- Provides reports for internal and external constituents as necessary. Plans, implements, and evaluates procedures and policies for maintaining, protecting, and retaining students' permanent academic records as well as retaining and/or disposing of other records and supporting documentation.
- Oversees campus compliance with the provisions of FERPA and any applicable state regulations.
- Interprets, implements, communicates, approves, and enforces academic/transfer policies.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee and is subject to change and revision when necessary.



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- Plans, organizes, and conducts student registration and advising processes for the traditional programs.
- Advises and mentors students and staff, including spiritual direction as needed.
- Oversees the collection and input methods of final student course grades from instructors and the issuance of academic transcripts.
- Plans, implements, maintains degree audits processes, and evaluates procedures to ensure that students have fulfilled all catalog requirements before issuing diplomas.
- Coordinates, in tandem with the RAGS, graduation events.
- Serves on the Academic, Admissions, Academic Planning and Curriculum Review (non-voting member), Enrollment Student Success and Retention, Institutional Research Workgroup, and Student Records Committees.
- Serves as the Veteran Affairs School Certifying Official (SCO) and International Student Primary Designated School Official (PDSO).
- Other duties as assigned.

MINIMUM REQUIREMENTS

- A Bachelor's degree from an accredited university (a master's degree is preferred)
- Five years' experience in higher education leadership, with at least three of those years as an Assistant, Associate, or full Registrar.
- Proficiency with the Microsoft operating system software environment and Microsoft Office including Word, Excel, Outlook, SharePoint and Access.
- Familiarity with campus resource management systems, with the ability to learn new programs quickly including the campus management system.
- Evidence of detail orientation, critical and creative thinking, strong customer service skills, excellent interpersonal and administrative skills, and excellent oral and written communication skills.
- Demonstrated culturally competent communication skills.
- Demonstrated commitment to working with and engaging diverse students and colleagues.
- Demonstrated Christian faith consistent with Life Pacific's Pentecostal/Charismatic and Wesleyan Arminian stance (must be able to sign Life Pacific's *Statement of Faith* and align with its position on *Sexual Orientation and Gender Identity*).
- Comfortable praying with and/or providing spiritual direction to students and staff.

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