



JOB DESCRIPTION

TITLE: Registrar
DEPARTMENT: Academic Affairs
REPORTS TO: Provost
SUPERVISES: Assistant Registrar, Administrative Assistant to the Registrar
STATUS: Full-Time
CLASSIFICATION: Exempt
SALARY RANGE: \$55,000 – \$60,000

ABOUT VILLA MARIA COLLEGE:

Villa Maria is a private higher education institution offering a wide variety of academic programs. Villa is located in Cheektowaga, New York, bordering the City of Buffalo; a metropolitan area known for its affordability, its four seasons, and for being the “City of Good Neighbors”.

MISSION STATEMENT:

Villa Maria College is a Catholic, Franciscan college, founded by the Felician Sisters, that uses innovative strategies to educate and empower a diverse student body to positively impact their communities.

Diversity Equity, Inclusion & Belonging Statement:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

OUR CORE VALUES:

“Respect for Human Dignity, Compassion, Transformation, Solidarity with People in need.”

POSITION SUMMARY:

The Registrar is the manager of all student records and is responsible for assisting students with enrollment and withdrawal of classes. The Registrar is responsible for the maintenance of student records, test scores, working with faculty and faculty advisors, planning registration schedules each year, coordinating class schedules and room assignments and helping to update college announcements provided to students each year.

ESSENTIAL RESPONSIBILITIES:

- Facilitate the use of information systems for student and course data.
- Maintain the security and accuracy of all electronic and paper student records.
- Provide reports for grades, grades not on time, academic status, academic honors and verify semester enrollments and graduation.
- Prepare in consultation with appropriate faculty and Academic Affairs staff semester and summer course schedules to meet student and program needs; assign instructional spaces.
- Coordinate registration processes with admissions and faculty advisors.
- Implement procedures that ensure consistent enforcement of academic policies.
- Conduct transfer credit evaluations and identify opportunities and assist in the development of articulation agreements.
- Provide oversight for the creation of academic calendar, review of college catalog and other academic documents for accuracy and consistency.
- Provide data for institutional research and planning and to prepare institutional, federal, and accreditation data as required.
- Supervises office personnel, prepare office plans and budgets, and conduct evaluations of personnel and office.
- Coordinate Graduation and diploma distribution.
- Work with students to ensure they can register.
- Assist the Vice President for Academic Affairs in assessing the effectiveness of the records area.
- Support the philosophy, objectives, and mission of the College;
- Participate in College functions and serve on College committees.

QUALIFICATIONS:

- Bachelor's Degree in Student Services, educational administration or a related field is required; Master's degree preferred.
- Proven record of successful supervisory experience in a people-oriented environment.
- Three years of relevant work experience in higher education is required.
- Demonstrated understanding of the application of technology to deliver Records and Registration services.
- Experience with CAMS or other student information system is required.
- A proven record in working successfully with diverse populations.
- A positive attitude and ability to plan and adapt to change.
- Ability to collaborate effectively.
- Strong interpersonal, oral, and written communication skills.
- Excellent academic and professional integrity.

WORK ENVIRONMENT:

General work environment requires the employee to consistently use manual dexterity in reaching, writing, navigating around the classroom/office space. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and

weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off- campus assistance and support.

BENEFITS OF WORKING AT VILLA:

- Retirement plan offering generous employer match
- Health, Dental, Vision, and Life Insurance plans with spouse, domestic partner and dependent coverage available.
- Vacation and sick time package based on length of tenure
- Summer schedule hours (varies based on job duties)
- 13 paid holidays, plus a full week for Winter Break
- Tuition exchange and tuition waiver benefits
- An overall outstanding work culture with an opportunity to make a positive impact on students

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.