



JOB ANNOUNCEMENT REGISTRAR- ENROLLMENT SERVICES

OPENING DATE:	February 26, 2024
REVIEW DATE:	Every two weeks
CLOSING DATE:	Open until filled
START DATE:	As soon as possible
LOCATION:	Center for Student Success – Building 17
SUPERVISOR:	Dean of Student Life & Enrollment Management
SALARY:	\$56,710-\$62,058 yearly DOE

Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

SCOPE OF WORK

The Registrar, under the direction of the Dean for Student Life and Enrollment Management, is responsible for providing leadership, supervision, and evaluation of the College's registration and student records management and reporting. This includes the effective utilization of personnel and fiscal resources, supervision of staff, program planning, budget development and management, and coordination of functions between departments. Specific areas of responsibility include statistical reporting, registration, retention of student records, transcript evaluation, degree certification, overseeing determination of residency status, compliance with FERPA regulations, and administrative oversight of policies and procedures as they relate to student record keeping. In addition, the Registrar will participate in appropriate campus committees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Records Management and Reporting Requirements**
 - a. Maintain an effective and efficient student records system which meets federal, tribal and college requirements;
 - b. Develop a team-oriented staff and set high standards for quality oversight and management of student enrollment records to achieve annual goals and objectives consistent with the overall goals and mission of the College.
 - c. Complete all federal, state, tribal and college reports as required concerning student enrollment, student data (quarterly and annual reports), course information, faculty credit loads, grade distribution, IPEDS, midterm grades, and AIMS AKIS, etc.
 - d. Responsible for the Indian Student Count (ISC) quarterly and annual report, Form 22, and other BIE required reports. Ensure data is accurate and audit ready.
 - e. Complete required National Student Clearinghouse submissions including the error reports, degree reports, and ensuring the college maintains compliance with NSC
 - f. Supports the official transcript process, both paper-based and electronic,

through the National Student Clearinghouse

- g. Serve as the FERPA officer and ensure compliance with federal law

2. Administrative Oversight and Processes

- a. Responsible for the oversight of the quarterly class schedule published in Jenzabar with the specific information supplied by the Academic Dean, Associate Dean, Department Chairs, and Program Leads representing all instructional programs;
- b. In consultation with Admissions, support evaluation of incoming transfer credit;
- c. Certify student enrollment for outside agencies
- d. Approve student requests for tuition waivers, consistent with the board policy, and determining student's residency status for tuition purposes
- e. Ensure incomplete agreements and grade changes are processed according to policy and procedure to keep records up to date
- f. Process all Administrative Withdrawal applications and maintain an electronic record
- g. Process all graduation applications according to procedure and maintain the master graduation spreadsheet to confer all degrees according to the degree requirements outlined and provide diplomas and awards to students
- h. Responsible for the college Catalog publication including maintaining up to date policies, procedures, and curriculum; including utilizing current software and adhering to accreditation standards
- i. Support the CEU process for record keeping and data entry to ensure all CEUs are accurately reflected and communicated with appropriate staff.
- j. Support the Veterans certification process to ensure compliance with the VA
- k. Support the Academic Calendar process for the census dates, official withdrawals, etc and ensuring dates are accurately reflected in Jenzabar
- l. Update Jenzabar system with required items as needed, including: Majors, Institutional Requirement Trees, Year and Term, Student Info, etc
- m. Work closely with Information Services to maintain both internal and external online registration information and services for the college

3. Supervisor Responsibilities and Institutional Support

- a. Supervise the registration and student records staff, including recommending for hire, providing training and professional development opportunities, assigning duties and providing timely evaluation
 - b. Serve as a standing member of the Curriculum Committee and support the curriculum update process, ensuring that all curricular changes are accurately recorded in Jenzabar and the college catalog
 - c. Support the commencement committee with the ceremony each academic year
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- d. Prepare and manage the Enrollment Services budget appropriate to carry out the registration and student records annual goals and objectives
- e. Carry out other duties, within the general scope of the position, and as assigned by the Dean of Students & Enrollment Management or president.

SUPERVISORY RESPONSIBILITIES

The Registrar maintains the staff of the Enrollment Services department including two full time staff and one .525 program assistant in accordance with the College's policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS REQUIRED

- Bachelor's degree in relevant field and (1) year supervisory experience, and previous records management experience.
- Significant experience with college registration, student records, and management information systems;
- Ability to lead a cohesive registration/student records department;
- Knowledge of federal and state laws as they apply to confidentiality of student records;
- Knowledge of current registration, records, and enrollment planning policies and academic trends;
- Proven ability to work in a team environment in order to achieve strategic and departmental goals;
- Strong interpersonal skills and an ability to work well with all people;
- Demonstrated analytic skills to define and solve problems as related to office operations and computer systems;
- Excellent organizational, supervisory, communication, planning, interpersonal and team-building skills;
- Ability to handle multiple priorities and devote attention to detail; and
- Ability to work effectively with administration, faculty, support staff and students.

PREFERRED QUALIFICATIONS:

- Master's degree in relevant field, two or more years of supervisory experience;
- Previous experience in a registrar's office.
- Must have a current driver's license and driving abstract that meets employer qualifications for insurability;
- Must be able to travel for occasional trainings or conferences as well as to other sites on occasion.

Language Skills:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
 - Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
 - Ability to write speeches and articles for publication that conform to prescribed style and format.
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- Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of PC-based word processing, spreadsheet, and graphic publishing software to enhance office productivity and produce publications. Knowledge should include Database software (Jenzabar and Infomaker preferred); Design software (Indesign preferred); Internet software; Spreadsheet software (Excel and Access); and Word Processing (Word) software.

Other Skills and Abilities:

- Preference for experience working in Native communities;
- Previous experience working with Native Americans in a college setting or in the community;
- Ability to maintain confidentiality;
- Maintain professional work relationships;
- Communicate well orally and in writing;
- Quality improvement and conflict resolution skills a plus.

APPLICATION PROCESS

Interested individuals should submit all the following application materials directly to the NWIC Human Resources office only. Internal applicants that want to apply are required to fill out an "NWIC Internal Mobility Application" and return to Human Resources. All internal candidates are given first consideration in the interview and selection process.

1. Complete an NWIC Faculty/ Administration Application and EEO Form
2. Cover letter or letter of application
3. Current and complete professional resume
4. Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
5. Copies of transcripts required at application (originals required if hired)

Job Announcement and Job Application packets may be requested from and submitted directly to:

Northwest Indian College
Director of Human Resources
2522 Kwina Rd.
Bellingham, WA 98226-9278
Telephone: (360) 392-4230
Fax: (360) 392-4290
E-mail: hr@nwic.edu
