

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

ASSOCIATE VICE PRESIDENT FOR ADMISSIONS AND RECORDS; REGISTRAR

FLSA STATUS: EXEMPT – PAY GRADE: PG - 29

JOB FAMILY: SENIOR ADMINISTRATION JOB FUNCTION: EXECUTIVE MANAGEMENT

GENERAL STATEMENT OF JOB

The Associate Vice President/Registrar for Admissions & Records provides leadership and oversight to all aspects of three functional areas, to include Admissions and Enrollment Coaching, Records and Registrar, and the Student Services IT Infrastructure.

Admissions and Enrollment Coaching provides domestic and international students with assistance in the admissions pipeline in completing their applications and navigating the onboarding process successfully.

The Student Services IT Infrastructure supports the maintenance and custody of student records. The person in this role serves as the department expert in ERP technology including database integrity, specifications, modifications, management, testing and training.

The Records department manages all aspects of the official student database and functions associated with maintaining an accurate student record.

The Registrar validates and certifies official student records on behalf of the College. The Registrar also serves as a FERPA subject matter expert for the College.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Leads the planning and delivery of all student records processes and functions, including admissions processing, enrollment coaching, maintenance of key academic processing dates, class registration, transcript evaluation and posting of credit for prior learning, degree plan encoding and degree audit, faculty grade and attendance input, GPA calculations, student graduation, transcript processing and maintenance, and acquisition and transition of all hard copy student records documents from paper to imaged systems.

Establishes quality assurance, assessment, and process improvement of institutional processes, including development and implementation of innovative ideas and systems to improve the student experience.

Provides leadership to the front-facing staff members entrusted with assisting newly applying students with navigating the application process from the start of application through enrollment in classes. Troubleshoots and resolves escalated student issues.

Ensures the integrity of academic records and serves as Registrar for the College.

Oversees and administers the Student Services IT platforms, including the Campus Solutions module of the ERP and EAB Navigate; works with OIT to assure smooth data access and transfer with connected partners such as National Student Clearinghouse, SEVIS, NSLDS, FASTER, and others.

Ensures compliance in the admissions process for both citizen and non-citizen students.

Oversees talent acquisition for the department; and provides supervision, training, professional development, and evaluation to the staff.

Convenes, facilitates, and mediates college wide conversations regarding interpretation and implementation of state and federal regulations.

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Ensures the accurate and timely submission of data for internal and external requestors as necessary and allowed under state and federal law, including National Clearinghouse, US Military, SEVIS, and NSLDS.

Ensures accuracy, relevance, and completeness of the editorial content of the college catalog related to student records and the student services experience, including application, registration, admissions, degree planning, graduation, and FERPA.

SUPERVISION RECEIVED

Supervision is received from the Vice President of Student Services.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by a minimum of five (5) years of related experience in supervision and leadership, higher education records management, and/or higher education ERP.

PREFERRED QUALIFICATIONS

Masters degree and ten (10) years of experience in higher education records management, five (5) years experience with FERPA regulations. Knowledge of the Florida higher education state regulations, policies and systems is helpful.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: TBD