

Moore College of Art & Design
Job Posting

Status: Exempt

Position: Registrar

Reports to: Associate Dean, Educational Support

Benefits: Moore College of Art & Design offers an amazing time off package consisting of 41 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting, just to name a few.

Purpose: Provide leadership in the development and maintenance of automated registration and record keeping. Responsible for evaluation of the student in relation to degree progress and final confirmation of awards for BFA, Post-Baccalaureate, and Masters programs.

Requirements:

- Bachelor's degree required, Masters degree preferred in field of education
- Three years of experience as Registrar in a college or university or five years as Assistant or Associate Registrar in an academic records department within a post-secondary educational institution
- Ability to understand and effectively use data management programs.
- Knowledge of computer programs, WORD, EXCEL, Power Campus and Moodle.
- Excellent written and verbal communication skills including the ability to communicate effectively with diverse constituencies.
- Accurate record keeping and organizational skills.

Responsibilities:

1. Collect, maintain and disseminate accurate academic records of all BFA, Post-baccalaureate, and Master's Degree students using the SungardHE Power Campus system.
2. Collect and maintain accurate student data including current and permanent addresses and demographic data using the Power Campus system.
3. Interpret and communicate academic regulations effectively to all constituencies. Establish thorough, clear and fair policies. Use forms developed to collect appropriate information.
4. Develop and maintain automated registration and record keeping processes including class lists, grade rolls, and transcripts. These records must be accurate and delivered on time.
5. Keep abreast of professional guidelines i.e. ethical and legal issues, national norms and practices in the profession of a Registrar's office. Maintain regional and/or professional memberships in professional organizations.
6. Develop data reports in response to needs of the institutions and to the reporting requirements of external agencies. Develop user-friendly reports and documents as needed via Power Campus through use of Vista View and other software programs in recognizing the limitations of the canned Power Campus reports.
7. Participate in Power Campus user's group and/or identify common issues and ensure that appropriate users find college wide resolutions.
8. Enter class schedules: resolve or report conflicts. Maintain Fall/Spring and Summer Schedule of classes including course descriptions, fees in Power Campus for Self-Service.
9. Review and update curricular/programmatic information in the College catalog.
10. Coordinate and schedule final examinations in Power Campus.
11. Certify eligibility for graduation, awards and/or certification or certificates.
12. Prepare and certify transcripts.
13. Conduct final degree audits of students applying for graduation.

14. Provide assistance to students with on-line registration. Update/enter all materials required for course registration in Power Campus for Self-Service.
15. Serve on Academic Council and Graduate Council as a non-voting member and upon other committees/work groups/task forces as determined by the Academic Dean.
16. Gather data and prepare reports for Academic Standards Committee or other College committees as needed.
17. Serve on Academic Standards Committee for Undergraduate and Graduate students.
18. Develop and maintain database management and technological skills as required by the position.
19. Oversee the printing of the diplomas for Undergraduate, Post-Baccalaureate, and Graduate students.
20. Process transcript requests from students and/or alumnae/i from all programs including Continuing Education.
21. Maintain course descriptions, course and book fees, and other postings/reminders in Power Campus for Self-Service or MOODLE.
22. Assist IT with Self-Service as it relates to student academic records and on-line registration including student and family addresses.
23. Assist faculty and students with basic Moodle applications.
24. Serve as a consultant to Continuing Education in regards to Power Campus.
25. Review Undergraduate and Graduate Student Handbooks annually researching and proposing policy changes and adjustments as necessary.
26. Research and propose policy changes and adjustments to Academic Council.
27. Other duties and projects as assigned by the Academic Dean.

To apply: send cover letter **with salary requirements** and resume to: Moore College of Art and Design; Attn: Director of Human Resources; email: hr@moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. *To read our full compliance statement please visit:* <http://moore.edu/about-moore/non-discrimination-504-titleix>