



JOB DESCRIPTION

JOB TITLE: Registrar
DEPARTMENT: Registrar's Office
REPORTS TO: Dean
POSITION STATUS: Full-Time, Exempt

GENERAL SUMMARY: Under limited supervision, the Registrar provides leadership of the administrative and operational activities of the Registrar's Office. The Registrar ensures the management, maintenance, integrity and confidentiality of student academic records. The Registrar promotes and implements policies and procedures for the equitable and consistent administration of the law school's academic policies and procedures. The Registrar works collaboratively with administration to collect, analyze, organize and distribute information to produce data-driven decisions. The Registrar seeks to assist with developments and implementations of administrative policies, procedures and technology to facilitate efficient, accurate, and innovative provision of services for all law school constituents.

ESSENTIAL DUTIES & RESPONSIBILITIES: In addition to the duties mentioned above, the Registrar also:

- Plans, organizes, and implements an effective online registration process
- Supervises registration and related activities
- Verifies all grades, including the posting of tentative grades
- Determines and produces academic class standings and graduate rankings
- Assigns academic statuses, including status pending information for the Dismissal Review Committee and the Director of Academics
- Certifies the completion of degree requirements and eligibility for bar examination, tabulates academic and graduation honors, and orders diplomas
- Updates transcript and files with regard to honor roll and dismissal status
- Updates student records, graduate files and maintains archives
- Certifies practical training of law student law clerk forms, and student worker forms
- Verifies enrollment and degree completion, law school certifications and moral character certifications
- Provides data for accreditor annual questionnaires, IPEDS and ad hoc reports for other departments and outside sources as needed
- Effectively communicates with students and others
- Effectively collaborates with various law school departments
- Other duties and projects as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required; advanced degree in a relevant field preferred
- Ability to work independently and to work well with others, while maintaining confidentiality and reliability of student records
- Computer proficiency including familiarity with Excel, Outlook, Word and preferably experience with Ellucian database system or similar student information systems
- Experience compiling data for reports or similar work preferred, particularly in an educational setting
- Experience in Registrar's Office or Academics Department preferred
- Ability to carry out the essential duties and responsibilities described above with efficiency and integrity

PHYSICAL REQUIREMENTS:

- Able to sit or stand, type, read or write for extended periods of time.
- Able to handle high level of stress in a useful, constructive manner.
- Able to lift/carry materials and publications up to 20 pounds.
- Able to perform the essential functions of the job with or without accommodation.

WORK SCHEDULE:

- 40 hours per week, generally Monday through Friday. Weekends, evenings and holidays as necessary.