



## JOB DESCRIPTION

<b>TITLE:</b>	<b>REGISTRAR</b>
<b>DEPT:</b>	Office of Academic Affairs
<b>REPORTS TO:</b>	Associate Vice President of Accreditation, Compliance, & Institutional Effectiveness
<b>FLSA:</b>	Exempt – 1.0 FTE
<b>SALARY:</b>	\$85,000 - \$100,000

### POSITION SUMMARY:

The Registrar is a leader in the Office of Academic Affairs with the responsibility for overseeing the academic records and registration processes of the University. This position ensures the accurate and efficient management of student academic data, including admission, transcripts, degree audits, and enrollment information. The Registrar works closely with faculty, students, Provost, admissions, and other administrative departments to maintain academic integrity and provide excellent student services.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Upholds the Heritage University Mission Statement.
2. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other stakeholders of our services, Handles confidential information with tact, discretion and in compliance with FERPA regulations. Learns and uses operating practices of the Heritage University.
3. Uphold the Heritage University mission statement.
4. Academic Records: Maintain accurate and up-to-date student academic records, including transcripts, degree audits, and course catalogs. Review transcripts and oversee the credit evaluations.
5. Supervision: Supervise the Assistant Registrar, delegating tasks and providing guidance, extensive training, and support. Ensure the Assistant Registrar can serve as back-up when the Registrar is not available.
6. Registration: Oversee the registration process, updating the semesters and working closely with the Advising Team, Admissions, the Financial Aid office, and students to ensuring that students have timely access to course offerings and that enrollment procedures are efficient and effective to maximize enrollment.
7. Graduation: Manage the graduation process, ensuring that students meet all degree requirements and that diplomas are issued promptly. Assist in the planning and annually participate in convocations and commencement ceremonies.
8. Course Scheduling: Assist in the development and implementation of course schedules, working closely with faculty and department chairs.
9. Student Services: Provide support to students and faculty regarding development of academic policies, procedures, and regulations. Update the Catalog and Learning Management System.
10. Data Management: Utilize technology to manage student data and generate reports as needed. Implement efficient procedures for communicating and gathering data needed to manage student records. Utilize JotForm and the LMS

system regularly to update information. Oversee the implementation of annual processes for the registration and advising modules in the system.

11. Compliance: Ensure compliance with all applicable regulations and accreditation standards including assisting with IPEDS, Veterans and military reporting, and other reporting requirements as directed, ensuring meeting deadlines following submission instructions.

## **QUALIFICATIONS:**

### **Minimum Requirements:**

1. Bachelor's degree required, may consider work experience.
2. Minimum of five years of office experience in a multicultural, professional, or executive office setting in higher education.
3. Experience in a team-oriented environment with an emphasis on collaboration and ability to problem solve with others.
4. Advanced skills in Microsoft Office Applications, Excel, Word and PowerPoint.
5. Excellent written and verbal communication skills, including taking minutes, editing, and proofreading.
6. Demonstrated ability to exercise professional discretion and confidentiality with minimal supervision.
7. Demonstrated ability to learn new software programs.
8. Demonstrated ability to multitask and organize competing and complicated priorities.

### **BENEFIT PACKAGE (benefit eligible is a least .75 FTE):**

- Health Benefits – medical, vision, prescription, and dental
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D insurance.
- Many other employee engagement programs.

### **APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action*