



Registrar and Dean of Academic Records Posting

Concordia University Irvine, 1530 Concordia West, Irvine, CA 92612

<https://cui.applicantpro.com/jobs/503631.html>

THIS IS A FACULTY POSITION

ROLE:

The Registrar/Dean of Academic Records is the chief officer of institutional academic records and provides leadership to plan, organize, and manage all activities related to academic records and registration. This position is responsible for the compilation and maintenance of student records in compliance with federal law, state law, and accreditation requirements. The Registrar/Dean of Academic Records compiles and maintains student records and government reports, assists students and patrons, maintains smooth operation of the Office of the Registrar, and stays abreast of regulations and procedures for student records as required by accreditation agencies. This position serves as the primary university resource regarding education-related privacy regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*To be successful, an individual must be able to **perform** each of these duties satisfactorily:*

1. Prepare and recommend the annual academic calendar for two years in advance for adoption by the faculty
2. Manage the collection, recording, maintenance, and reporting of student records within FERPA guidelines (e.g., academic standing, grades, registration data, maintenance and release of transcripts, National Student Clearinghouse, etc.)
3. Run end-of-term processing, including the process for student academic standing, and provide lists of students on the dean's list and students subject to academic probation or dismissal to the appropriate university offices
4. Create master course schedule in collaboration with deans of the schools and academic advisors
5. Create final exam schedule
6. Manage grades (changes, incompletes, grade delays) and ensure they are submitted by faculty by the appropriate deadline
7. Schedule, plan, and facilitate interdepartmental meetings

8. Process registration for special student populations (CUEnet, Dale Carnegie, POEP)
9. Assign classrooms in coordination with University Services
10. Plan general organization and assure the smooth operation of the Office of the Registrar
11. Enforce all academic and administrative policies and procedures and draft policies at the direction of the Provost or as needed
12. Work in cooperation with the Office of Institutional Research, Information Technology Services, Financial Aid, Finance Office, and Bursar's Office in preparing supporting data for internal and external reports
13. Administer the budget for the Office of the Registrar
14. Research, analyze, and resolve student disputes as they relate to student academic records and registration
15. Collaborate with administrators, deans, faculty, ITS, and advisors to facilitate and improve services to students, including registration, data management, and records policy questions
16. Develop recommendations for implementing new and enhanced technology applications to support the services offered by the Office of the Registrar
17. Represent the Office of the Registrar on appropriate committees as assigned by the Office of the Provost (including Academic Council, Administrative Council, and NCAA Academic Compliance Committee)
18. Represent the Office of the Registrar with various organizations (e.g., NAFSA, PACRAOA, and AACRAO)

*To be successful, an individual must be able to **oversee** each of these duties satisfactorily:*

Evaluation of academic transcripts for transfer students and of prior learning qualifications, including military, CLEP, and AP records

1. Processing of outgoing student transcripts
2. Tracking of student progress toward certificate and degree completion, identifying students for academic honors, and recommendation to the faculty of candidates for graduation
3. Planning and organization of commencement activities, including commencement ceremony preparation, diploma and regalia ordering, and regalia distribution
4. Administration of all university registration activities
5. Storage and purging of academic records
6. Certification of eligibility of NCAA student athletes
7. Enhancement and maintenance of degree audit system and building of curriculum (degrees, majors, courses, etc.)
8. Compilation of information for publication in school catalog
9. Other duties as may be assigned from time to time

EDUCATION AND/OR EXPERIENCE:

A master's degree from an accredited university or five years related experience and/or training or equivalent combination of education and experience.