

Middlesex Community College - Full-time Registrar

Thank you for considering Middlesex Community College in your search.

About Middlesex Community College:

Middlesex Community College (MCC) employs over 1,000 people in full-time, part-time, faculty, professional administrative and support positions at campuses in both Lowell and Bedford. MCC is a dynamic institution, priding itself on the quality as well as the diversity of its programs that foster student success. MCC strives for a faculty and staff that reflect its richly diverse community of students.

Applications for employment are considered without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital status, or veteran status. Middlesex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.



Prospective employees are encouraged to review the College's Annual Safety & Security Report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be found on the disclosure page of the College's website at: <https://www.middlesex.mass.edu/disclosurestatements/campsecrpt.aspx>






Job Description:


Title: Registrar
Unit: Non-Unit Professional Grade: 8
Dept: Enrollment Management
Reports To: Dean, Enrollment Management
Date: June 18, 2019

GENERAL SUMMARY

The Registrar, Reporting to the Dean, Enrollment Management, is responsible for the leadership and management of the Registrar's Office, including the Assistant Registrar, Coordinator, Student Information Centers, Health Records, and other professional and administrative support staff. The Registrar manages a wide range of functions related to the academic calendar, student records management, student registration, course scheduling, space management, graduation, incoming transfer credit, curriculum updates and maintenance, student evaluations, and the final exam schedules. The Registrar provides direction in adherence to academic and enrollment policies and standards, and FERPA compliance. She/he is responsible for ensuring

Category:	Full-time Staff  
Department:	Enrollment Management
Locations:	Lowell/Bedford, MA
Posted:	Jun 18, 2019
Closes:	Jul 17, 2019 - 11:59 PM EDT
Type:	Full-time

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federal enrollment reporting compliance through the National Student Clearinghouse as well as other federal and state compliance requirements in partnership with Financial Aid and Information Technology. The Registrar plays a key role in the development and maintenance of the Banner Student Information System, Series 25 Software, and Degree Works. She/he provides data analyses pertaining to overall enrollments, course scheduling options, space efficiencies, and other related registration activities. The Registrar is responsible for working collaboratively and developing effective partnerships across the college community to support the achievement of the common goal of timely, integrated, effective services and functions. These partnerships include Academic Affairs, Student Affairs, Institutional Research, Information Technology, Human Resources, Marketing and Publications, Corporate and Community Education, Admissions, Advising, Financial Aid, Student Accounts, and Facilities.

GENERAL JOB RESPONSIBILITIES

- Hires, supervises, trains, and evaluates the staff in the Registrar's Office, including the Assistant Registrar, Coordinator, Student Information Centers, Health Records, and other supporting professional and administrative support staff. Ensures the Registrar's Office is fully staff during designated office hours.
- Responsible for creating and maintaining an inclusive, welcoming, and efficient environment in the Registrar's Office for MCC's diverse students, faculty, staff and community members.
- In collaboration with other student service areas, responsible for designing and implementing flexible, student-friendly student enrollment processes for MCC credit, non-credit, day and evening students that is integrated with Admissions, Academic Advising, Placement Testing, Student Accounts, Financial Aid, the Enrollment Management Center, and Community Education.
- In collaboration with the Assistant Dean, Enrollment Management and Information Technology, responsible for the further development, testing, and maintenance of Ellucian Banner, Banner Web, Series 25, Degree Works, Acalog, and other related software and technology mediated enrollment services.
- Responsible for creating a programmatically integrated schedule of classes, in collaboration with the Academic Deans, that meets the needs of day, evening and weekend students, adheres to all faculty contract obligations and maximizes the efficient use of institutional classroom and laboratory resources for the Fall, Spring and Summer and accelerated semesters.
- Responsible for working with Community Education to provide semester registration setup support and noncredit course room scheduling.
- In partnership with Financial Aid and Information Technology, responsible for executing enrollment submissions and corrections through the National Student Clearinghouse to ensure college compliance
- In collaboration with the Vice President of Academic and Student Affairs, develops and communicates the college's Academic Calendar.
- Responsible for creating, implementing, and monitoring flexible, efficient, accurate drop for non-attendance, mid-term and final grading processes for all credit courses in full-term and accelerated semesters; communicates to faculty and the college community key deadline dates for grade submissions.
- In partnership with the the Student Accounts leadership team, ensures the update and communication of policies, deadline dates and supporting forms related to course drop for nonattendance and withdrawals.
- In collaboration with Dean of K-16 partnerships, creates Dual Enrollment course schedule and sections and assists with registration issues and communications.
- In collaboration with the Assistant Dean, Enrollment Management responsible for the part-time student evaluation processes, including the file setup, distribution, communication and generation of evaluation results.
- Responsible for maintaining and publishing all current and historic official degree and certificate requirements, courses descriptions, course prerequisites and co-requisites in electronic formats through various systems, including Banner, Acalog, Degree Works, and EAB Navigate.

- Responsible for supporting Commencement, including the Commencement Program, cap and gown orders, Line of March, and student inquiries.
- Responsible for designing and implementing all phases of the graduation application and review process and for certifying the completion of all degree and certificate program requirements and awarding degrees.
- Responsible for the evaluation and awarding of incoming college credit, AP, CLEP, and military credits; provides annual updates to the state's course equivalency database.
- Responsible for the integrity and accuracy of the college's transcript and ensuring that the transcript adheres to the state's Mass Transfer requirements.
- Responsible for the handling, communication, data entry and maintenance of student immunization records and submissions in compliance with college and state policies.
- In partnership with the Health Programs division, responsible for the handling, evaluation, data entry and maintenance of student health records and immunizations required for working at clinical sites.
- Responsible for the implementation of the course waitlisting process in collaboration with the Academic Deans.
- Responsible for the development and dissemination of a college-wide final examination schedule.
- In collaboration with the Assistant Dean, Enrollment Management responsible for insuring that all MCC student and institutional electronic and physical records are accurately maintained and secured in accordance with institutional policies and state and federal regulations.
- Responsible for the handling of subpoenaed student records to ensure adherence to college and legal policies.
- Responsible for leading the canceling of credit courses for low enrollment in collaboration with Division Deans and with appropriate consideration of mitigating factors.
- Develops and maintains departmental web sites and contribute to the development and maintenance of divisional web sites.
- Responsible for assisting in the monitoring of semester enrollments and providing the Academic Deans information on possibilities for opening new courses prior to semester openings.
- In collaboration with the community college legal counsel, provides periodic FERPA trainings to the college community and provides advice on FERPA issues.
- Serves as key member of the Enrollment Working Group and Banner Users Group.
- Responsible for departmental goals that support the College's mission and strategic plan.
- Other duties as assigned by the Dean of Enrollment Management.

OTHER DUTIES AND RESPONSIBILITIES

- Serves on college committees.
- Promotes and maintains responsive relations with all members of the college community.
- Maintains current knowledge of trends and practices in the field through peer association, attendance at seminars, study and review of literature.

SUPERVISORY RESPONSIBILITY

Supervises the Assistant Registrar, Coordinator, and Students Information Center staff, Health Records and other professional and administrative support staff; indirectly supervises staff in the Enrollment Management Center on registrar related projects. Carries out supervisory responsibilities in accordance with Middlesex Community College's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; performance appraisals; rewarding and disciplining employees; conflict resolution.

WORKING CONDITIONS/PHYSICAL DEMANDS

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. May use computer keyboards requiring eye-hand coordination and finger dexterity. May involve attendance at evening meetings. More than half of time spent in normal office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

ADA Compliance

The Massachusetts Board of Higher Education - Middlesex Community College is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Massachusetts Board of Higher Education - Middlesex Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Requirements:

MINIMUM REQUIREMENTS

- Bachelor's degree required and Master's Degree preferred.
- A minimum of seven (7) years' experience in the delivery of student services in a higher education setting, with at least three (3) years in a registrar's or enrollment office.
- A minimum of one year of supervisory experience.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Demonstrated understanding of, and commitment to, the community college mission and student population.
- Planning, management, training, and supervisory skills.
- Strong technical knowledge with the ability to understand complex student information and supporting systems and self-service applications, such as Ellucian Banner, Banner Self-Service and DegreeWorks.
- Experience in, and/or knowledge of, working with students, staff and faculty of diverse identities such as race, ethnicity, socioeconomic background, sexual orientation, veterans, etc. including those with different levels of academic preparation and varying physical and learning abilities.
- Demonstrated knowledge of the functions of a Registrar's Office, including student registration and record keeping.
- Knowledge of FERPA and state and federal compliance requirements related to a Registrar's Office.
- Experience with the National Student Clearinghouse enrollment reporting.
- Strong problem solving skills and the ability to adapt to change.
- Experience in data analysis and using data to inform decisions.
- Demonstrated ability to work collaboratively with college deans, faculty and staff.
- Outstanding interpersonal and presentation skills.
- Outstanding written and oral communications skills.

PREFERRED QUALIFICATIONS:

- Masters degree
- Experience in Ellucian Banner.
- Experience in R25 and Degree Works.
- Bilingual skills a plus.

Additional Information:

This is a full-time, 37.5 hours per week, Non-Unit Professional position with benefits. For further information, see the [Non-Unit Personnel Policies Handbook](#).

Salary Range: \$77,000 to \$92,400.

Location: Bedford and Lowell campuses

Start Date: July/August 2019

Application Deadline: 7/17/2019

The College will not sponsor applicants for work visas.

Application Instructions:

Applicants interested in applying MUST submit the following documents via the online application:

1. Cover Letter
2. Resume

Follow the steps below.

After completing all of the steps below, please go back into the newly created account and double check that your resume, cover letter, application & disclosure forms were uploaded as requested and appear in the format you desire.

Middlesex Community College understands that persons with specific disabilities may need assistance with the job application process and/or with the interview process. For confidential assistance with the job application process, please contact the Affirmative Action Officer at 781-280-3536

If you have any questions follow the link to the Help Desk noted in the menu above to the left.

To APPLY click on the following –

<https://middlesex.interviewexchange.com/candapply.jsp?JOBID=111983#pageTop>