

# WARREN WILSON COLLEGE

## Position Description

**POSITION TITLE:** Registrar  
(Full-time, 12-month position)

**DEPARTMENT:** Registrar

**REPORTS TO:** Vice President for Academic Affairs and Dean of the College

### **POSITION SUMMARY:**

The Registrar is responsible for the total administration of student academic records. The Registrar supervises one assistant and a part-time volunteer.

### **SPECIFIC RESPONSIBILITIES:**

1. Organizes and administers the systems and procedures involved in managing the Registrar's Office.
2. Plans and executes four course registrations per academic year.
3. Collects, records, and distributes student grades.
4. Maintains record of students' General Education Requirements.
5. Evaluates transcripts of students for acceptance of transfer credits.
6. Issues student records.
7. Determines records to be microfilmed and arranges for the safekeeping of permanent records.
8. Prepares federal, state, and miscellaneous reports.
9. Verifies students' enrollment status to loan agencies.
10. Certifies students for graduation.
11. Determines academic standings/eligibility for honors and awards.
12. Collaborates with Academic Affairs and Publications Offices to provide content management for the courses and Academic Policies and Regulations sections of the College catalog.
13. Supervises, trains, and evaluates the Assistant to the Registrar.
14. Participates as a member of Academic Council, Scholastic Standards Committee, Honors and Awards Committee, and *ad hoc* committees as appointed.
15. Attends college functions as appropriate.

### **WORKING CONDITIONS:**

Office environment

### **QUALIFICATIONS:**

1. Must have an undergraduate degree from an accredited institution.
2. Knowledge and skills in the management of student data and records.
3. Administrative skills in managing the office and supervising available staff.

4. Must understand the structure and operation of educational institutions.
5. Must be sensitive to the needs of the institution.
6. Knowledge of basic research skills sufficient to assist and participate in long-range planning.
7. Possess good human relations skills.
8. Possess the highest professional standards and integrity.

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Employee's signature

Date

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Supervisor's Signature

Date