College Registrar

Job Description and Responsibilities

1. Manages the registration process for the college.
2. Works with the degree deans and promotion chair to create an effective and comprehensive registration form.
3. Creates a system to track registration, and permanent records of participant's classes completed, and degrees awarded.
4. Works with the professional advisor to see that registration forms are available at the scouting service center.
5. Works with the council technical staff to have the college catalog and registration forms available online and to activate the online registration process in a timely manner.
6. Provide registration progress reports weekly to college dean and others upon request.
7. Works with the degree deans and facility chairman to produce the final schedule that shows the times and locations of all the classes.
8. Upon request, provides a registration report to council commissioners whose staff has been invited to this college (if conducting a multiple council college).
9. Provides the program deans and the facilities chair with number of students registered per course.
10. Insures that all the degree prerequisites have been met.
11. Recruits a registration team to help with
    a. Preparation of presenter and participants packets
    b. Check-in and walk-in registration for presenters and participants
    c. Distribution of any additional materials to the staff and participants
    d. Collect the evaluation forms at the end of the day
12. Prepares all diplomas and certificates of participation
13. Prepares information for the college's final report

Selection Criteria

1. Understands the importance of safeguarding student records
2. Prior background working with databases or file management systems is desired