



Position: Registrar

Department: Student Services

Position Summary:

The Registrar serves as a key member of NGU's Student Services department, and provides leadership, vision, and direction for the Academic Records Office.

The person plays a critical role in the University and academic operations by effectively managing the maintenance and integrity of all student academic records, the approved curriculum, the creation and maintenance of course schedules, all areas of student registration, the recording and reporting of grades, and compliance with FERPA regulations.

Responsibilities:

- Provide leadership and ongoing staff training to the Academic Records Office staff located at both the Tigerville and Greer campus locations.
- Create plans and department goals that align with the vision and direction of senior campus leadership.
- Resource Academic Deans and the Provost as it relates to programing and policy, including the interpretation and application of academic rules and regulations.
- Assist in the annual revision of the University catalog(s).
- In coordination with the Academic Deans, oversee the process of course building in the database for all student populations.
- Assist in preparing required reports (including IPEDS) and audits, as well as surveys from federal, state, and private funding agencies, as requested.
- Assist with the preparation and management of enrollment, scholastic, and census reports.
- Provide management and oversight for all student populations in academic processing, including but not limited to responsibilities such as grade submission, transfer evaluation, academic standing, and degree audits.
- Monitor federal and state reporting requirements and laws regarding student records, privacy and the right to know, as well as guidelines related to immigration status and veterans benefit processing.
- Provide oversight and management of official transcript processing and enrollment/degree verification.
- Supervise the processes related to timely student status enrollment reporting to the National Student Clearinghouse.
- Provide oversight to the processes related to review of student requirements for graduation and issues degrees and certificates, order diplomas, help prepare program for graduation, and post degrees and certificates to transcripts.



- In partnership with key members across the University, provide leadership and oversight of commencement activities.
- Collaborate with other areas within Students Services, including Student Accounts, Financial Aid, and NGUcentral regarding policies, procedures, and general workflow between areas.
- Present at institutional preview days and orientation events, as needed
- Standing member of the Curriculum Committee, Online Curriculum Committee, Core Curriculum Committee, and other committees as assigned.

Qualifications:

- Employee must support the university's mission statement and core values, which includes having a firm commitment to living a Christian lifestyle in keeping with biblical models.
- Bachelor's degree required; Master's degree preferred.
- Minimum of 3 years prior experience in Academic Records at least at the Assistant or Associate Registrar level.
- Excellent interpersonal and communication skills to handle a variety of student issues and concerns.
- Ability to organize, prioritize, and problem solve in an environment where frequent interruptions are common.
- Attuned to detail and insistent on correct information and data, both verbal and written.
- Demonstrated experience to manage complex operations and systems.
- Experience operating and utilizing data bases, particularly student information systems
- Proficiency with MS Office products, particularly Word, Outlook, and Excel. Experience with Teams, OneDrive and SharePoint is preferred.
- Understand and comply with FERPA regulations.

Physical Requirements:

- Visual Abilities: read reports, create presentations, and use a computer system.
- Hearing: hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, grasping, feeling, write, type, and use the telephone, copier, and computer systems.
- Mobility: open files and operate office machines; move between departments and attend meetings across campus.
- Talking: frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, pulling, pushing: exert up to 20 pounds of force regularly.
- Cognitive/Emotional: ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.



Working Relationships:

This position is a full-time, exempt position in North Greenville's Academic Records Office within the Student Services Department, located at the main campus in Tigerville, SC. The Registrar reports to the Vice President for Student Services.

Work Schedule:

Monday through Thursday, 8:30 a.m. – 5 p.m. and Friday, 8:30 a.m. – noon. Office hours are subject to change as deemed necessary.

This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.