TOMPKINS CORTLAND COMMUNITY COLLEGE

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Assistant Registrar	3	1 of 2

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Academic Affairs	Registrar	Board of Trustees
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SUMMARY

Assists the Registrar with coordination of the operations of the Academic Records office, including management of student records and student transcript services. Assists with the review and evaluation of transfer credit and maintenance of articulation information. Responsible for routine file submissions to the National Student Clearinghouse. Assists with the maintenance of and annual updates to degree auditing software and assists with graduation audits. Performs other duties as assigned by the Registrar.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages academic status processing and honors designations.

2. Manages submission of enrollment and graduate files to the National Student Clearinghouse.
3. Manages grade, attendance, and progress reporting by faculty and adjuncts.

4. Creates and distributes the Final Exam schedule each semester.

5. Responsible for managing cyclical and historical record updates to the SIS and other related systems.

6. In collaboration with staff in the College Relations office, maintain Academic Records webpages, including current and accurate information about transcript requests, FERPA, forms, applying to graduate, transfer credit evaluations, and prior learning assessment.

7. Responsible for the creation and maintenance of detailed documentation of all core Academic Records processes and procedures.

8. Responsible for the creation and maintenance of a communications guide with templates of routine and cyclical communications used by the Academic Records office.

9. Assist the staff within the Academic Records office with creation and distribution of graduation audits and certification of graduates.

10. Assist the staff within the department and other college offices with the design, maintenance, and distribution of routine reports and communications.

11. Assist with annual Degree Works, catalog, and audit sheet updates.

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12. Performs transfer credit evaluations and maintain updated course articulation tables.

13. Respond routinely to questions from students, faculty, and staff, as well as those from outside entities, including performance of enrollment and degree verifications.

14. Assist the Registrar with the creation of the annual Department Plan.

15. Ensure maintenance of records according to the record retention schedule.

16. Assist with implementation of SUNY initiatives and mandates, as well as requirements of NYSED and MSCHE.

17. Develop and maintain proficiency in administrative and operational functions of SIS and other software related to Academic Records functions.

18. Participate in professional development to maintain currency in the field.

19. Perform other duties as assigned by the Registrar.

20. Assures the efficient use of material resources by assessment of department needs, development of budget recommendations, and management of the department within the budgetary constraints imposed by the College.

21. Serve on College committees and support the College's Mission and Strategic Plan.

MINIMUM QUALIFICATIONS
Bachelor's degree; five years of experience in a higher education setting. Familiarity with Student Information Systems (SIS).

PREFERRED QUALIFICATION
Master's degree; experience with Degree Works use and system updates/maintenance; experience at a community college; experience with student record keeping; experience with transfer credit articulation.