



Job Description

Job Title: Assistant Registrar

JTC: TD9

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Assist with services that support the student enrollment process, prepare student records and enforce the college's policies and procedures for admissions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of higher education procedures and good practices. Essential knowledge of Federal student privacy laws and insight of state and institutional regulations impacting policy and procedures.

Experience with the student records systems, including degree audit systems and imaging system. Basic knowledge of Registrar's Office processes and best practices.

Ability to establish working relationships with, faculty, students and staff. Ability to represent the District in a friendly, courteous, and professional manner.

Follows process and procedures to accomplish assigned duties and support the organizational goals. Good organizational skills, with the ability to multitask and prioritize assignments.

Proven oral and written communication skills to support interaction with students, faculty and individuals from diverse backgrounds. Good customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency plus one (1) year of work related experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Answers questions and provides information regarding admission procedures, DCCCD policies, and regulations of state and federal agencies. Assists with the evaluation of TSI scores/transcripts, processing foreign student applications and confirming residency requirements.



Verifies accuracy of reports, files, enrollment status, records, and applications. Prepares for the distribution of semester grade transcripts, degree plans, diplomas, certificates, and schedules etc.

Maintain and establish working relationships with student and staff; and updates student records regarding residence classifications and assists the college Business Office in correcting residence problems identified via fee collection reports.

Participate in the input of class schedules, final grade rolls, additions, and withdrawals. Some positions may coordinate the admissions and registration processes for special programs and populations.

Strong written and oral communication skills for the purpose of conveying information to individuals while working in a diverse customer service oriented environment. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.