AcademicKeys
UNLOCKING ACADEMIC CAREERS

Associate Registrar
Community Colleges of Spokane

Direct Link: https://www.AcademicKeys.com/r?job=251725
Downloaded On: Jan. 19, 2025 7:18am
Posted Jan. 16, 2025, set to expire Feb. 18, 2025

Job Title	Associate Registrar
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jan. 16, 2025
Application Deadline	02/18/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Apply Online Here	https://apptrkr.com/5929988
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Job Description	

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Associate Registrar

Community Colleges of Spokane

Location: Spokane CC Main Campus Spokane

Department:SCC Admissions/Registration

Salary Range: $71,375 - $80,683

Starting salary for this position is: $71,375 (Annually)

The salary range represents the earning potential for this position, through training, evaluations

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and years spent working in this position with Spokane Colleges.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be accepted until 4:00 p.m. PST on 01/27/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Associate Registrar

JOB SUMMARY

Reporting to the Director of Admissions and Registration, this position supervises staff and oversees the day-to-day operations of both the Admissions and Registration Specialists and the Transcripts and Records team. This includes the management of student records, application security, systems management, grades, transcripts, graduation, and data quality assurance for Spokane Community College (SCC).

As part of the SCC Admissions and Registration leadership team, this position exercises independent judgment in interpreting rules, regulations, and policy and coordinates scheduled activities and deadlines with other teams within Admissions and Registration as well as other student services departments and instructional divisions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Manage the day-to-day operations of the Transcripts and Records office, which includes evaluating transcripts, transfer credit, graduation requirements, and high school completion, awarding degrees, certificates, and high school diplomas, and ensuring smooth operations and coordination with all district and SCC departments. *
- Manage the day-to-day operations of the Admissions and Registration Specialists and Office

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Assistants which includes beginning/end of term processing such as term activation, class waitlists, enrollment appointments, permissions codes, student information system calendars and dates, records maintenance, application security, reporting and student communications. *

- Maintain Academic Advisement Report (AAR) degree audits. *
- Evaluate and apply Academic Credit for Prior Learning. Serve as the college's prior learning coordinator. *
- Plan, implement, and evaluate policies, procedures, and services related to areas of supervision, ensuring student success and compliance with applicable federal, state, and local laws, rules, and regulations and district and SCC policies and procedures. Provide related training for staff on a continuous basis. *
- Supervise classified and work-study employees (train, schedule, evaluate, discipline, and respond to grievances). Adhere to classified contracts and all district rules and regulations ensuring efficient operations. *
- Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *
- Assist in the development, coordination, implementation, and maintenance of Admissions and Registration policies and procedures to ensure that the work of all areas of the department provides an integrated and consistent approach to student needs. *
- Oversee the research, collection, and dissemination of data needed for accreditation, grants, reports, proposals, and budgets. *
- Support the Director of Admissions and Registration to ensure the integrity of academic procedures, data, and records utilizing complex technologies like PeopleSoft, Campus CE, customer relationship management (CRM), document imaging, and sophisticated report and query writing tools. *
- Understand, implement, and assist in training staff to ensure compliance with FERPA regulations. *
- Participate in the review of existing and new policies and procedures for the seamless implementation of new products, technologies, and services within Admissions and Registration. Provide leadership and train staff on new application functionality, tools, and processes as needed. *
- Work closely with department and college leadership to ensure that SCC is meeting requirements and expectations and is prepared for PeopleSoft updates and configuration changes. *
- Perform special assignments and related duties as directed by the Director of Admissions and Registration. Strive to ensure that all staff provide excellent student-customer service. *
- Participate in meetings and committees as requested. *
- Model professional decorum and mutual respect in all personal interactions. *

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- Comply with district policies, procedures, and directives, state and federal regulations, orders and statutes, and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

Indicates this is an essential duty.

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Persuades
- Courage
- Instills Trust
- Self-Development
- Nimble Learning

Learn more about our competencies.

MINIMUM QUALIFICATIONS

- Bachelor's degree or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Progressive work experience in college admissions, registration, credentials evaluation, or related department.
- Experience supervising, training or leading employees.
- Experience with high-level processing and knowledge of the internal operations and structure of a student management system (e.g., PeopleSoft, Ellucian, Jenzabar, Workday, etc.)
- Excellent interpersonal, verbal, and written communication skills and the proven ability to work successfully with multidisciplinary teams and diverse populations in a customer service environment.
- Experience effectively organizing multiple work assignments involving competing priorities and

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producing accurate work products that meet deadlines and are high-quality.
- Experience building and fostering relationships with campus and community stakeholders while demonstrating respect and inclusivity.

DESIRED QUALIFICATIONS

- Knowledge of SCC/Spokane Colleges' educational offerings and the goals and principles of the Guided Pathways model.
- Two or more years of supervisory experience, preferably within a higher education setting.
- Experience with high-level processing within PeopleSoft or ctcLink.
- Experience using customer relationship management software (e.g., TargetX, Salesforce, Starfish, EAB Navigate, etc.)
- Demonstrated commitment to closing gaps in higher education created by racial, social, and economic differences.
- Familiarity with Washington State, Spokane Colleges, and SCC policies and procedures.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Requires local or regional travel.
- Criminal background check is required.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and

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promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

Public Employees Benefits Board

Additional benefits information

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

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Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:
Fred Davis | Chief Human Resources Officer
Spokane Colleges
P.O. Box 6000, MS1004
Spokane, WA. 99217-6000
509-434-5040

To apply, please visit: https://careers.ccs.spokane.edu/jobs/associate-registrar-spokane-washington-united-states-d71d0523-2334-4a6d-a71a-ae6f5c6366f4

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Community Colleges of Spokane
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