



Nueta Hidatsa Sahnish College
Position Description

POSITION: Registrar

CLASSIFICATION: FT, Permanent

DEPARTMENT: Student Services

ACCOUNTABLE TO: VP, Student Services

LOCATION: New Town, ND Campus

FLSASTATUS: Exempt

PAYRANGE: DOQ

Open until Filled

SUMMARY OF WORK: The Registrar is responsible for the registration and graduation process. The Registrar compiles and maintains student records and state reports; assists students and patrons; maintains student records; stays in compliance with accreditation requirements, state and federal policies, procedures and laws. The Registrar is responsible for maintaining student records in compliance with federal and state law. Responsible for all aspects of the registration process.

REQUIRED SKILLS:

- Proven record of leadership, reliability, initiative, and organization
- Ability to establish and maintain effective working relationships with staff, faculty, students, and community members and to effectively deal with issues with courtesy and tact
- Intermediate to advanced knowledge of Microsoft Excel, Word, and Access; Jenzabar EX; other applicable software programs
- Knowledge of standard processes for admissions and registration; knowledge of federal, state, and tribal laws regarding student records and privacy.
- Knowledge of FERPA guidelines and regulations.

ESSENTIAL JOB FUNCTIONS:

- Maintain and certify state reports for student records
- Responsible for diligent maintenance of student records
- Use Jenzabar EX and JICS to carry out the following:
 - Prepare official class roles and rosters
 - Assist in preparation of semester schedules
 - Prepare and issue grade reports and transcripts as needed
 - Assist in academic advising by setting up advising trees
 - Organize registration and streamline processes
 - Assist in coordination of data inflow from applications to registration to graduation
 - Provide student data reports for internal decision-making and external requirements
- Manage administrative class additions and withdrawals
- Assist in the development of Student Handbook and department policies and procedures
- Evaluate the validity of transfer credits
- Manage the process of NHSC's enrollment reporting and programming for the National Student Clearing House
- Display personal characteristics that positively reflect on the College, such as respect for colleagues,

Nueta Hidatsa Sahnish College will provide quality Cultural, Academic and Vocational Education and Services for the Mandan, Hidatsa and Arikara Nation.

- strong personal ethics and community involvement
- Demonstrate and expand upon technical competence in the field of student records while continuously seeking out professional development opportunities.
 - Research and prepare the College for being able to accept international students
 - Exchange information with other colleges and universities as requested
 - Verify the completion of graduation applications and oversee the issuance of transcripts, certificates, and diplomas
 - Create and update academic calendars and timelines that are aligned with the North Dakota State University system
 - Serve on the Student Affairs Committee to help make decisions regarding student requests, focused on grades and transcript issues
 - Serve on the Persistence and Completion Team to help make decisions regarding student success
 - Stay current regarding state and federal policies, procedures and laws

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- B.A. or B.S. required; M.A. or M.S. preferred
- At least 5 years of experience in a supervisory role

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Work Environment: The functions of this position are primarily performed in and out of office environment. Duties may require travel and exposure to training sites that can impose a risk of minor injury.

Physical Demands: While performing the functions of this position, the employee is required to speak, hear and see, including close vision at a computer terminal for reporting purposes. The employee may be required to do lifting up to 50 lbs.

[The foregoing physical demands and work environment are representative of those which, must be met to perform the essential functions of this position; however, reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of this position.]

Applications are available online at nhsc.edu.

Please forward completed FBCC application, cover letter, resume, and three (3) reference letters to:

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
P.O. Box 490 / 220 8¹/₂ Ave. N
New Town, ND 58763 Phone: 701-627-8016

Applicant may also include a copy of degree of Indian blood if claiming Indian preference, and a DD-214 if claiming Veteran's preference.

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Employment Opportunity Employer