



Nueta Hidatsa Sahnish College

Job Description

POSITION: Registrar

DEPARTMENT: Student Services

LOCATION: New Town, ND Campus

OPENING & CLOSING DATE: September 18, 2026 – Open Until Filled

CLASSIFICATION: Full-Time

FLSA STATUS: Exempt

PAY RANGE: DOE

Nueta Hidatsa Sahnish College ("NHSC") strives to provide a unique educational community founded in culture and spirituality that nurtures holistic student success. Since 1973, our staff has championed the role of higher education.

POSITION SUMMARY:

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. Responsible for all aspects of the registration process.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Responsible for the planning, coordinating, directing, and maintenance of all academic records.
 - Maintain and certify state reports for student records
 - Plan, implement, and direct term registration processes.
 - Supervise the evaluation of student transcripts to award transfer credit, establish academic status, and certify degree/graduation requirements.
 - Report enrollment data to National Student Clearinghouse every month along with the Degree Verification twice a year.
 - Verification of athletic eligibility both fall and spring to Athletic Director
 - Seek new technologies and examine processes to improve efficiencies related to the management of records:
 - Paper Vision
 - Parchment Transcript
- Fully utilize and understand the Jenzabar EX and JICS to carry out the following:
 - Set up term schedules, final and midterm grading and communication processes, appointment times, class rosters, grade rosters, end of term processing etc. in Jenzabar.
 - 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
- Create and maintain academic calendar for academic catalog that aligned with the North Dakota

University system

- Maintain the master catalog in Jenzabar to be current with the academic catalog
- 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
- Demonstrate and expand upon technical competence in the field of student records while continuously seeking out professional development opportunities.
- Exchange information with other colleges and universities as requested
- Verify the completion of graduation applications and oversee the issuance of transcripts, certificates, and diplomas
- Serve on various committees:
 - Curriculum
 - Retention
 - Advising
 - Catalog
- Stay current regarding state and federal policies, procedures and laws
- Work closely with campus departments for reporting and clarity
- Participate in state and regional committees.
- Retain membership in relevant professional organizations or associations.
- Attend appropriate conferences and training.
- Display personal characteristics that positively reflect on the College, such as respect for colleagues, strong personal ethics and community involvement
- **And other duties as assigned**

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE: Must have the standard processes for admissions and registration; knowledge of federal, state, and tribal laws regarding student records and privacy. Knowledge of FERPA guidelines and regulations.

SKILLS: Must possess excellent written, verbal and interpersonal communication skills; must be able to multi-task and address issues forthrightly, with tact and sensitivity to precedent; must possess computer skills relevant to classroom and educational administrative setting, including Word, Excel, PowerPoint and LMS Systems and other applicable software programs.

ABILITIES: Must exhibit an excellent record of leadership, reliability, initiative, and organization. Must be able to perform assigned duties with minimal supervision. Must be able to establish and maintain effective working relationships with students, faculty, staff, community members and outside agencies and to effectively deal with issues with courtesy.

REQUIRED EDUCATION & EXPERIENCE:

MINIMUM QUALIFICATIONS: Advanced degree in education or equivalent from an accredited program with at least two (2) years' experience program administration (non-teaching).

PREFERRED QUALIFICATIONS: Bachelor's degree required, master's degree preferred, with a minimum of five years of administrative experience in the field. Experience in higher education and an understanding of FERPA and the protection of confidential student records.

WORKING CONDITIONS:

HOURS: Unless properly approved, the normal schedule of hours is from 8am to 5pm with 1 hour lunch. Working extended hours may be required as needed

ENVIRONMENT: Work is performed in an office setting under usual office working conditions. The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Ability to lift up to 25 pounds and ability to travel.

ACCOMMODATIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If interested, please submit the following information:

- Application
- Cover Letter
- Resume
- Transcripts/Certifications
- ID
- Indian or Veteran Preference (If applicable)
- 3 Letters of Reference (For instructor positions only)

Submit to the following address:

Alisha DeCoteau
Human Resources Director
Nueta Hidatsa Sahnish College
PO Box 490
New Town, ND 58763

HumanResources@nhsc.edu

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