Workforce Development Registrar

Job Description

Paul D. Camp Community College seeks dynamic, qualified individuals for the position Registrar for the Division of Workforce Development. As a comprehensive community college, Paul D. Camp offers quality transfer degree programs, strong technical and pre-professional programs, and is known for its outreach to the community as a partner and leader in workforce development. The college seeks candidates committed to the mission of the comprehensive community college and experienced in working with a diverse student population, including adult learners and at-risk students. The position of registrar will oversee entering all registrations for Workforce Development’s non-credit courses in WES (Workforce Enterprise System) and credit courses SIS (Student Information System); Update official student records as needed in an accurate and timely manner; Coordinating with appropriate Workforce Development staff and/or Student Finance for drops, refunds and cancellations; Ensuring the security, confidentiality and integrity of student academic records and transcript data in compliance with college policies and appropriate state standards; Serving as Workforce Development’s custodian of student data and records as well as resources for FERPA-related issues; addressing customer service questions in person, over the telephone, and through email, as it relates to classes, schedules, pricing, discounts, refunds, and other college operations to assist visitors and students; processing student’s Record of Attendance and Grades in WES for non-credit classes and processing grades in SIS for credit classes including print grade rosters, staff and instructor rosters, sign-in sheets, and class evaluations; tracking registration enrollment and payments for reporting purposes; monitoring the registration process and adding or canceling courses based on feedback from Administrative Assistant to Vice President or Vic President of Workforce Development; collecting, securing, and deposit of all Workforce non-credit and credit payments on a daily basis following VCCS and College policies and procedures working closely with Business Office staff; recording accurately receipt all forms of payment ensuring appropriate charges, accurate accounting codes and verification of credit card, cash, and check totals; reconciling and balancing daily credit card, cash, and check drawer and preparing daily deposit transmittal forms; compiling evaluations in WES for non-credit classes and in Word for credit classes; collaborating in the development and implementation of advances in technology relevant to student data systems; serving as a member of relevant VCCS and college committees closely related to functions and responsibilities of the Workforce Development Registrar; works collaboratively with other areas including the Admissions and Business Offices and other offices to create and implement student-centered processes and provide a high level of customer service in a fast-paced environment, and other duties as assigned.
Minimum Qualifications

Progressive experience working in Registrar or Student Records Office in higher education setting and knowledge of PeopleSoft Student Information System or other applicable systems.

Preferred Qualifications

Associates degree in business or related field supplemented with some years of related experience of registrar and/or office clerical duties. Proficient with Microsoft Office including but not limited to Word and Excel; strong organizational skills; ability to multi-task; and ability to work in a fast-paced environment.

Special Requirements

If you are having difficulty uploading your transcripts, please contact the Human Resources Department. The system will only allow you to upload a total file size maximum of 2 MB. Please scan your unofficial transcripts and upload them as a PDF file.

Special Instructions to Applicants

Application Process: Submit an online application for this position by visiting the following website: https://virginiajobs.peopleadmin.com/. We will only accept applications through this site. Complete application packages will include: an online application, cover letter, resume, unofficial copies of college transcripts related to the degree requirement, names of three professional references with current addresses and telephone numbers. All transcripts from foreign institutions of higher education must be verified by an evaluation agency. Incomplete application packages will not be accepted. There is a 5 day minimum posting requirement. Faxed or e-mail applications will not be accepted. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

*Please note – Copies of required/preferred certification cards should be uploaded in the application process.

Paul D. Camp Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities.