

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Registrar

### POSITION OVERVIEW

Reporting to the Vice President for Academic Affairs, the Registrar has overall operational responsibility for the registration and academic records of 1000 enrolled students annually and several thousand alumni records. S/he will coordinate closely with the Dean of Faculty, approximately 100 faculty and/or adjunct instructors, as well as other department heads and colleagues. The incumbent manages the technology, the business processes and the academic policies for the registrar's office, while ensuring a customer-service oriented department. This position is responsible for the hiring, training, scheduling and review of staff and student workers. This is a full-time, 12-month supervisory union staff position with benefits.

### DUTIES

- Manages the student information data systems for the collection, reporting, and analysis of sensitive/confidential student and course records. Maintains accurate transcripts.
- Considered the subject matter expert in all matters related to student information and record-keeping. Provides up-to-date statistical data, analysis and reports regarding student matriculation, etc. to various departments and for multiple surveys (IPEDS, etc.).
- Maintains academic policies and practices regarding data access for all FERPA protected student records.
- Works closely with admissions, financial aid and student services departments regarding freshmen and transfer students. Participates in new student orientation.
- Evaluates students' transcripts for transfer credits in accordance with policy, also reviews military training and experience as well as foreign education credentials.
- As 'primary designated school official', coordinates with the University of Maine International Programs Office regarding both student (F-1 and SEVIS) and faculty visas. Maintains program status and recertification biennially.
- Responsible for the development and administration of the registrar's budget.
- Maintains course information, monitors all program changes, substitutions, add-drops.
- Manages course schedules, classroom assignments, and final exam schedule.
- Upon submission by faculty, makes student grades available electronically.
- Ensures all degree requirements are met for graduation. Orders and organizes diplomas and U.S. Coast Guard (USCG) materials for all commencement ceremonies.
- Formulates and recommends policy changes to Vice President for Academic Affairs and/or Faculty Senate Committee as necessary for more equitable and/or effective enforcement of policies, consistent with MMA initiatives and/or to enhance student success.
- Manages operations of the Transportation Workers Identification Credential (TWIC) enrollment center. Oversees the Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Coordinator ensuring compliance with USCG regulations and program approvals. Maintains active membership in the Quality Standards Systems (QSS) STCW oversight group. Participates and coordinates internal and external USCG audits.
- Supervises both student and regular Academy employees.
- Oversees and coordinates FERPA training for campus personnel.
- Serves on Academy committees as required.
- Other related duties as assigned.

*This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.*

**SKILLS**

- Excellent computer skills, knowledge of student information systems, preferably Power Campus, as well as, proficiency in Microsoft Office Suite
- Excellent data retrieval and analysis skills
- Outstanding interpersonal and customer service skills including a professional, positive, and approachable demeanor
- Excellent oral and written communication skills
- Ability to interact with students and all levels of staff and to work closely and congenially with departments across campus
- Superior level of attention to detail
- Ability to prioritize and to handle multiple competing projects
- Solid supervisory skills

**REQUIREMENTS**

- Master's Degree required
- 7+ years in higher education
- Knowledge and experience in managing complex student information systems
- Adept in all aspects of 'best practices' of the functions of a registrar's office, including data management and analysis, student information systems, FERPA and other compliance related mandates
- Demonstrated experience in managing personnel and projects effectively
- Proven commitment to fostering student success

**PHYSICAL/ENVIRONMENTAL FACTORS**

- Contacts include students, parents, alumni, and various external and internal constituencies
- Frequent use of keyboard and computer screen
- Standard office environment

**SPECIAL FACTORS**

- May require participation in USCG drug testing program
- Criminal background check required
- Tobacco-free campus/buildings/ships

# Maine Maritime Academy Position Factor Evaluation

Job Title: Registrar

Job Code: 51400

Wage Grade: 25

Total  
Points: 536

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	8	288
2	Effort		
	I. Mental and Visual Effort	6	48
	II. Physical Effort	1	10
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	I. Injury to Others	1	8
	II. Supervisory Responsibility	4	32
	III. Sensitive Information and Records	5	40
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	7	56

Date of last reclassification 10/2019