



4301 Third Street • Tillamook Oregon 97141

# **Position Opening Notice** **College Registrar**

## **College and Area Information**

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic and highly skilled candidate to serve as College Registrar and to work in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. The county has a population of 26,000 and TBCC serves over 2,060 students per year.

## **Organizational Relationship**

Reports to the Chief Student Services Officer

## **General Statement**

The registrar will manage and oversee the curriculum data system and the interface with the student system. Responsible for, and oversees college registration activities including curriculum data documentation and input, student admissions, registration processing, and maintenance of student records. The registrar works with the Marketing and the Office of Instruction to ensure the accurate and timely completion of the online college catalog and updates to Webforms. Oversees the graduation evaluation process and ensures validity of awards and credentials. Responsible for transcript evaluations and maintaining of transcript files as well as processing of transcript requests. Function as a team member linking students with campus services/resources.

## **Term of Employment**

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact the Director of Facilities, Human Resources, and Safety, 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222 ext. 1020

## **Major Areas of Responsibility**

- I. Curriculum Data Records
- II. Registration/Admissions and Student Academic Records
- III. Transcripts
- IV. Graduation

## **Specific Responsibilities**

### **Curriculum Data Records**

- Management and oversight of college curriculum data system.
- Update Webforms with curriculum documentation from the Office of Instruction.
- Accurate and timely completion of online college catalog.
- Update and maintain the online college catalog throughout the year.
- In conjunction with Career Advisors, maintain Jenzabar advising modules.
- Entry of course data into Jenzabar in catalog and term course schedule.

### **Registration/admissions and Student Academic Records**

- Oversee the college admission process
- Monitor and maintain student records information.
- Oversees the collection and posting of grades and the documentation of grade changes.
- Oversees archival, retention, and confidential destruction of student records.
- Serves as the Veteran's Certifying Official.
- Ensures regularly scheduled uploads of College data to NSC.
- Prepares and distributes Honor's lists each term.

### **Transcripts**

- Maintain accurate transcript files, archive each transcript
- Conduct transcript evaluation and enter transfer credit into student records when transcripts are submitted by students for transfer purposes.
- Process transcript requests
- Print and send official transcripts

## **Graduation**

- Oversees graduation evaluation process and ensures validity of awards and credentials
- Coordinates graduation in conjunction with the Office of Instruction and President

## **Required Qualifications**

- Bachelor Degree plus two years of clerical experience; or satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the Registrar
- Experience with higher education data management system
- Detailed oriented
- Ability to resolve data conflicts or discrepancies
- Requires word processing, spreadsheet, and typing skills; must be able to do data entry with a high degree of accuracy
- Considerable discretion in handling of confidential information and sensitive materials
- Ability to maintain effective working relationships with other employees
- Demonstrate strong interpersonal skills
- Effective oral and written communication skills
- Ability to work individually and with a team
- Strong organizational skills with attention to details

## **Preferred Qualifications:**

- Master's Degree
- Experience with Jenzabar (data management system)
- Bilingual

## **Application Information**

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to [patryan@tillamookbaycc.edu](mailto:patryan@tillamookbaycc.edu)

Applications may also be mailed to:

Tillamook Bay Community College  
Attn. Human Resources  
4301 Third Street  
Tillamook, OR, 97141

To print the application go to <http://www.tbcc.cc.or.us/index.php/about-tbcc-learn-more-about-us/discover-tbcc/employment> and choose the staff application packet. Application cannot be filled out on-line.

Candidate selected for hire must provide official academic transcripts. Applicants must be prepared to interview at their own expense.

### **Position Open until filled**

First review of applications: June 1, 2020

### **Compensation and Position Availability**

This is a 1.0 FTE position. Salary is \$44,369 (\$22.27/hour)-\$50,385 (\$25.29/hour), depending on experience. Benefits are in accordance with Board Policy. Full employer paid PERS.