

## **POSITION DESCRIPTION**

### **POSITION TITLE**

Registrar

**DEPARTMENT:** Office of the Registrar  
**SUPERVISES:** Part-time staff, work-study student(s)  
**PAY GRADE:** Salary, exempt  
**WORK SCHEDULE:** 12 months; year-round

### **POSITION DESCRIPTION**

The Registrar is responsible for all facets of the operations of the Registrar's Office and works closely with administrative and academic departments across campus. With academic leadership, the Registrar schedules courses, maintains the curriculum, implement and monitors academic policies, sets the academic calendar and oversees degree requirements for the undergraduate, graduate and community education divisions within the institution.

### **RESPONSIBILITIES**

- Leads and manages all activities pertaining to student registration, the maintenance of student records, degree audits and the conferral of degrees.
- Ensures the consistency, accuracy, integrity and confidentiality of student records.
- In conjunction with the Admissions Office, evaluates/accepts transfer credits.
- With the VP of Enrollment Management, leads the college's retention efforts.
- Builds course schedules in conjunction with the heads of the undergraduate, graduate and community education programs.
- Issues/distributes grade reports and grade rosters.
- Plans and implements the annual graduation ceremony.
- Manages the College's academic standards policies governing probation and academic suspension.
- Certifies enrollment and issues official transcripts for current and former students.
- Collaborates with Information Technology on systems issues, including updates, and data issue resolution and serves on the Data Group.
- Ensures compliance with all relevant federal and state laws and with accreditation standards.
- Develops academic calendar in conjunction with institutional leadership.
- Completes various internal and external reports and serves as the institution's IPEDS keyholder.
- Designs and develops reports on an as needed basis.
- Analyzes enrollment data to understand trends that might shape institutional decision-making.
- Serves as the institution's FERPA compliance officer and as the VA certifying official.
- Collaborates with the Financial Aid Office to comply with NSLDS/NSC reporting requirements.
- Represents the Registrar's Office on college committees as needed.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree.
- 3-5 years of experience in a Registrar's Office at an academic institution.

- 
- Demonstrated analytical skills to interpret data, identify trends, and anticipate impacts of proposals on policy and practices.
  - Background in the effective use of technology.
  - Strong interpersonal, organizational and time-management skills along with the ability to multitask.
  - Demonstrated communication skills, both oral and written.

#### **PREFERRED QUALIFICATIONS**

- 5-7 years of experience in a position of similar or greater scope at another accredited, higher education institution.
- Proficiency with Crystal Reports software.
- Master's degree.

#### **APPLICATION DATE**

Priority will be given to applications received prior to May 15, 2018.

#### **START DATE**

July 2018

#### **INSTITUTION**

##### **About the New Hampshire Institute of Art**

The New Hampshire Institute of Art (NHIA) is the oldest and largest non-profit arts institution in New Hampshire, founded in 1898 and today offering undergraduate (BFA, Dual Degree BFA/MAT), graduate (MFA, MAT), and community education programs (Youth Arts, Pre-College, Community Education, and Professional Development) serving almost 2,000 students annually on two campuses in Manchester and Sharon/Peterborough, New Hampshire.

NHIA is accredited by the National Association of Schools of Art and Design (NASAD) and the New England Association of Schools and Colleges (NEASC). NHIA is also a member of the Association of Independent Colleges of Art and Design (AICAD). For more information visit [www.nhia.edu](http://www.nhia.edu).

**How to Apply:** NHIA seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply. Interested candidates should email a letter of interest, resume, and 2-3 references (*who will not be contacted without prior notice to the candidate*), to [HR@nhia.edu](mailto:HR@nhia.edu). The position title must be included in the Subject line of your email. Due to the number of resumes received, only those being considered will be contacted.