



VACANCY ANNOUNCEMENT

Position Title: Registrar

Position #: 100320

Position Status: Full-Time

Reports To: Associate Vice President of Academic Affairs

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Associate Vice President for Academic Affairs the Registrar will:

1. Coordinate and manage, in accordance with federal, state, and system guidelines, all student record information and processes including, but not limited to: student enrollment data, course roster verifications, student grading, transfer credit evaluation, student transcript preparation (Parchment) and academic standing.
2. Works closely with Vice President, Associate Vice President, and department chairs in the creation and maintenance of course schedules. Responsible for producing campus semester classroom schedules and all it entails.
3. Responsible for processing applications for admission in Banner and communicating acceptance with students. This process includes evaluating residency determinations and processing of required documentation (i.e., immunization records, high school transcripts, etc.).
4. Maintain the storage of student enrollment data, student's permanent and current record files, and imaging. Serve as the custodian of all student records.
5. Verify and provide enrollment data for federal and state reports, including the National Clearinghouse reports; and works in partnership with the Director of Institutional Research and Initiatives to create a system of accurate data retrieval for institutional reporting requirements.
6. Supervise the college record systems to assure compliance with FERPA, and other federal, state and institutional policy/laws applicable to student records. This includes coordinating roster verification and grading each semester.
7. Conducts the academic standing process and supports the case management process for students on academic alert, academic probation, academic suspension, and other academically at-risk students.
8. Verifies graduation requirements including posting of degrees and certificates. This includes notification of honor lists as well as academic probation/suspension.
9. Coordinate graduation ceremony in conjunction with the Vice President and Associate Vice President to include degree audits, ordering diplomas, caps and gowns, printing certificates; also to include notification to students of degree audit outcomes and graduation instructions. Serve as Chair of the Graduation Committee.
10. Process concurrent enrollment applications and registrations; communicate with high school counselors regarding missing documentation of concurrent students.
11. Oversee grading process, including processing of grade changes, entering concurrent grades, communicate with instructors regarding missing / incomplete grades. Notify Academic Affairs of grades not reported by deadline.
12. Process census reporting submitted by instructors. Monitor which instructors have not submitted reporting and notify the Associate Vice President and Vice President.
13. Communicate with financial aid/cashier regarding any late enrollment and residency or program changes.

14. Maintain Degree Works system. This includes updating any program changes as well as addition and deletion of approved courses used to complete degree requirements.
15. Acts as VA Certifying Official for the college, confirming that veteran students are enrolled in coursework that meet requirements of their specific program and certifying schedules utilizing the VAOnce database. Monitors student schedules throughout the semester(s) for any changes that impact VA benefits; and maintains records verifying eligibility.
16. Attend system wide meetings with registrars, advisors and schedulers, as well as applicable trainings.
17. Attend Curriculum and Instruction, Academic Council, and Student Affairs Council meetings as well as the Chairs/Directors meetings as needed.
18. Provide high level of customer service to students and staff.
19. Must demonstrate commitment and support to serve a diverse student and campus population. Committed to equity and inclusion. Must be able to communicate with diverse students and employees.
20. Perform other duties as assigned by the Associate Vice President, Vice President, and Director of Institutional Research and Initiatives.

See Human Resources for a complete job description.

Minimum Qualifications:

- Bachelor's Degree
- Two to three years higher education experience
- Document Management software experience (Banner, Jenzabar, Datatel, CAMS, etc.)
- Strong working knowledge of admissions process and academic planning

Preferred Qualifications:

- Master's Degree
- 5+ years of higher education experience
- Banner proficiency
- Ability to communicate positively and effectively both verbally and in writing for a wide variety of audiences and purposes Ability to balance work requirements and student needs
- Attention to details with strong organizational skills
- High quality customer service skills
- Strong communication skills
- Exceptional customer service skills and follow-through
- Demonstrates a commitment to supporting and serving diverse student populations.
- Committed to equity and inclusion.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$42,000 - \$47,000

Excellent benefit package including retirement, health, vision, dental and life insurance

12-month position

APPLICATION INSTRUCTIONS

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled

Initial Application Screen Date

February 5, 2021

POSTION START DATE:

As Soon As Possible

Submit Application Packet To:

Otero Junior College
Attn: Rebecca Hund
Human Resources
1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: Rebecca.Hund@ojc.edu

Inquiries May Be Directed To:

Rebecca Hund
(719) 384-6858

Applicants must submit to and pass a background check before an offer of employment can be extended.

Notice of Non-Discrimination

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Kelsey Barbee, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Human Resources at 719-384-6858, rebecca.hund@ojc.edu, or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply.

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO JUNIOR COLLEGE:

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and men's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

Degree Programs

- Associate of Arts
- Associate of Science
- Associate of General Studies
- Associate of Applied Science

Career and Technical Education Certificate Programs

- Agriculture
 - Ag Business
 - Crop Science
 - Livestock Production
- Applied Technology
 - Community Health Worker
- Cosmetology
 - Esthetician
 - Hair Stylist
 - Nail Technician
- Emergency Medical Services
- Law Enforcement Academy
- Medical Laboratory Technician
 - Phlebotomy
- Nursing
 - Associate of Applied Science (RN)
 - Practical Nursing (LPN)
 - Nurse Aide (CNA)
- Welding

To learn more about Otero Junior College, visit the college's website at www.ojc.edu.

OJC MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.