



RHODE ISLAND COLLEGE JOB DESCRIPTION

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| Position classification: PSA |
| Date created or revised: 9/20/2022 |
| Exempt/Non-Exempt Status: Exempt |
| Responsible individual: Yes |
| Campus Security Authority: No |

Title: Director, Records Office
Status: Full time, 35 hours/week, calendar-year appointment
Grade: 16
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Vice President for Student Success

PRIMARY PURPOSE:

The director serves as the college registrar and provides leadership for the maintenance and integrity of student academic records, ensuring compliance with federal and state laws and regulations. He/she oversees the Records Office functions of registration, course enrollment and course scheduling, grade reporting, monitoring of student progress towards degree completion, degree audit processes, academic probation and dismissal, classroom scheduling and allocation, and academic honors. He/she is responsible for certifying enrollment verification and degree completion and makes the determination of residency status for current students. In addition, the Records Office is responsible for the setup and maintenance of academic course and program requirements in the college's student information system (PeopleSoft). The director leads an office staff of professionals who work to provide a high level of customer service.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Provide leadership in the formation and/or revision of policies and procedures related to student academic records.
- Coordinate Records Office activities with the functions, policies and procedures of other administrative offices, academic departments, committees, personnel, and off-campus constituencies.
- Supervise and oversee the registration and course scheduling processes for the college.
- Work collaboratively with deans, chairs, and faculty regarding set-up and updates of courses, majors, minors, and degree requirements, including course pre-requisites and advising module.
- Create and manage communications to students regarding advising holds, registration, applying for graduation, probation and dismissal. Responsible for all enrollment activity exceptions.
- Serve as the primary source of campus expertise on international student visa status and registration and institutional authorization to issue I-20 visas and offer bridge programming.
- Serve as the primary designated school official for the Student Exchange Visitor Information Services (SEVIS) and the Veterans Association.
- Oversee the maintenance of the college's academic calendar on the system.
- Prepare and manage the annual budget for the Records Office.
- Supervise and evaluate or oversee the supervision of all professional, clerical and student staff assigned to the Records Office.
- Coordinate electronic transfer of student record information between the college and other institutions of higher education and appropriate public and private agencies.

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- Serve as a standing member of the Committee on Academic Policies and Procedures and the Academic Standing Committee, and co-chair the PeopleSoft Super-User Group.
- Exhibit a commitment to professional growth and development through internal and external associations and committees.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Vice President for Student Success.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree.

Experience:

- A minimum of five years of experience in higher education administration, with at least three years of full-time experience in a records/registrar office at an institution of higher education.
- Experience with student information systems, college scheduling tools and the use of scheduling software.
- Effective management skills.

Skills, Knowledge and Abilities:

- Ability to represent the college positively and effectively with prospective and current students, faculty, staff, alumni, outside agencies and the public.
- Excellent oral, written, interpersonal, and technical skills.
- Ability to provide strong leadership to staff and to implement and manage records policies and procedures with a focus on customer service and student success.
- Knowledge of FERPA and other state or federal policies that affect student records and reporting.
- Knowledge of international student visa regulations.
- Demonstrated analytical, communication and managerial skills.
- Experience interfacing with systems such as The Clearinghouse and the Veterans Association.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The college requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

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As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.