

# FLORIDA GATEWAY COLLEGE

## *Job Description*

### **REGISTRAR/DIRECTOR OF REGISTRATION**

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#### **DISTINGUISHING CHARACTERISTICS:**

This is an administrative position responsible for ensuring the integrity, accuracy, confidentiality, and maintenance of all academic student records in compliance with all state, federal, and institutional policies, procedures, and regulations. The Registrar is responsible for maintaining all program, course, and class schedule information in Banner, Acalog, the degree audit system, and Statewide Course Numbering System (SCNS); the registration process; transcript evaluation and award of transfer credit; determining eligibility for and awarding degrees; release of official transcripts; direction and development of policies and procedures pertaining to all responsibilities; preparation and administration of budgets; preparation of the annual academic calendar; resolving errors in enrollment submissions to the National Student Clearinghouse; and recommending and implementing useful technological updates to create a more efficient work environment. An employee in a position allocated to this class is responsible for the critical functions as supervisor for the enrollment process, student grades and courses, certification of student records, evaluation of academic records, functional implementation of Banner Student system, Banner self-service for faculty and advisors, and Banner self-service for Students; data in and authorizing access to the Banner Student System, MyFGC for Faculty and Advisors, and MyFGC for students, and supervision of veteran certifying official and institutional contact with the Florida Statewide Course Numbering System. An employee in a position allocated to this class must exercise independent judgment in formulating or assisting in the formulation of policies and procedures which may have significant impact in personnel administration, employee relations, and student records.

#### **ESSENTIAL JOB FUNCTIONS:**

*(Note: The following examples of work as listed in this job descriptions are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)*

Plans, implements, and administers all functions and services of the Registrar's Office, including procedures, processes, and computer systems; develops and modifies procedures/systems in accordance with institutional needs and objectives.

Develops and administers registration procedures and processes for all students.

Controls and supervises registration of classes, maintenance of accurate class rolls for proper functioning of the college, final grade submission and grade changes.

Develops and administers systems to maintain and ensure accuracy and security of official student academic records.

Supervises graduation clearance, award of degrees and transcript processing.

Collaborates with Information Technology relating to all aspects of the Banner Student system, including authorization of access.

Responsible for the dissemination of information to students regarding course offerings, registration, and other functions of the Registrar's Office.

Prepares or coordinates the preparation of college publications as needed.

Works with counterparts in other higher educational institutions.

Prepares or supervises the preparation of input for reports to local, state, and federal agencies.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)*

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of theory and applications of computer programs used for registration and student records and the online catalog. Knowledge of modern office practices and procedures. Knowledge of applicable FGC, state and federal regulations, and FGC policies. Knowledge of academic record keeping and higher education privacy laws. Skill in operation of computer programs. Ability to deal with volume effectively. Ability to determine order of importance and to reach timely decisions. Ability to work under pressure and proven attention to detail. Ability to work harmoniously with a variety of people and have strong communication skills. Ability to be highly organized and quickly adapt to change.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree in appropriate area plus five years of experience in student records and use of computer programs. Computer literate.

**ESSENTIAL PHYSICAL SKILLS:**

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Ability to communicate both orally and in writing.

**ENVIRONMENTAL CONDITIONS:**

Works inside in an office environment.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

**Gayle Hunter**  
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**Education:**

Saint Leo University Lake City, Florida	Bachelor of Arts Degree Business Administration	2004
Lake City Community College Lake City, Florida	Associate in Arts Degree	1997
Lake City Community College Lake City, Florida	Associate in Science Degree Executive Secretarial Science	1977

**Background:**

Thirty seven years of experience dealing with detailed, confidential records. This includes twenty three years of experience in a Florida public college with responsibilities involving student records, computer processing, and various aspects of student and instructional services. Ten years of experience in the Florida public college have been in an administrative capacity as coordinator or director with knowledge and skills to organize and enhance departmental operations; established effective professional relationships; assisted with development and implementation of annual departmental budget, program review process, Banner conversion, online catalog, and ongoing process to continually improve effectiveness of the department and achieve the objectives of the department consistent with the mission of the college.

**Professional Experience:**

**Registrar/Director of Registration**

Florida Gateway College, Lake City, FL 2006-present

**Coordinator, Planning and Accreditation**

Lake City Community College (now Florida Gateway College),  
Lake City, FL 2004-2006

**Executive Assistant to Vice President\***

Lake City Community College, Lake City, FL 1991-2004  
\*The title of the position changed various times throughout the employment period

**Administrative Assistant/Secretary**

Darby, Peele, Bowdoin & Payne, Attorneys at Law,  
Lake City, FL 1989-1991

**Administrative Assistant/Secretary**

Darby, Peele, Bowdoin & Payne, Attorneys at Law  
Lake City, FL 1977-1988

\*Name of the firm changed throughout employment period.