



POSITION VACANCY

Registrar

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria, 2) Cottonport, 3) Winnfield, 4) Jena and 5) Ferriday. Position domiciled at Main Campus in Alexandria.

SUMMARY:

Reporting directly to the Executive Vice Chancellor of Academics and Student Affairs, the Central Louisiana Technical Community College (CLTCC) Registrar provides operational management to the Registrar's Office and ensures student record integrity and compliance with state, federal and CLTCC policy. Provides support services to faculty, staff, students in the areas of academic programs and degree requirements, course scheduling, enrollment, degree verification, graduation, and maintenance of student records as well as handling state and federal reporting. Manages and prepares statistical reports and responds to requests for statistical information. Provides data analysis, approves all data requests according to the Family Educational Rights and Privacy Act (FERPA). Provides assistance with academic advisement support, transfer credit, degree audits, grades and graduation requirement processing, electronic data interchange between departments and the overall functioning of Registrar's Office operations. In addition, also provides vision and leadership to campus, Registrar function and serves as the key liaison to CLTCC Administration.

Required Knowledge, Skills and Abilities:

- Excellent written, oral presentation, customer service communication skills
- Superior team-building skills to build trust with others in a rapidly changing environment
- Excellent organization, planning, and prioritization skills are essential
- Well organized
- Ability to collaborate effectively with college departments and cross-functional teams
- Demonstrated positive understanding of the application of technology to deliver Records and Registration services including but not limited to Veteran's Affairs
- Broad range of trends and best practices nationally in student accounts programs and services
- A strong commitment to and passion for the mission of the comprehensive community college
- Proficiency in Microsoft applications (Word, Excel and Powerpoint)

Demonstrated Ability To:

- Work collaboratively with other administrative departments and government agencies
- Provide excellent customer service to faculty, staff, current students, prospective students, alumni, business and industry partners, community representatives and other stakeholders

- Work with a diverse population
- Occasional overnight and day travel may be required

Required Minimum Qualifications:

- Bachelor's degree in Student Personnel Services, Higher Education, or Educational Administration, Business or related field required. A minimum of 5 years' experience in a Registrar's Office. Working knowledge of the Family Educational Rights and Privacy Act (FERPA). Computer literate and familiar with databases.

Additional Requirements:

A valid Louisiana Driver's License

Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.