

# Southwest Texas Junior College

## Employment Opportunity

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Ofc ☐ 830.591.7340 Fax  
Human Resources Employment: <http://tech.swtjc.net/application/index.asp>

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**Title:** Dir of Registrar Dept.

**Job #** 171803710101

**Campus:** Uvalde

**Closing Date:** 09/22/2017

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**Description of Job Duties:** Provide leadership to plan, organize and manage all activities related to the Admissions/Student Records Department, including serving as the official college custodian of student records; responsible for managing all student records within FERPA guidelines. Supervise and evaluate Admissions/Records staff ensuring efficient and effective workflow; serve and participate as part of the Student Services Team. Lead initiatives as determined by the Vice President; verifies compliance with all required state and federal policies/guidelines. Provide leadership and develops appropriate recommendations for the implementation of related technology application in support of enhanced services offered through the Admissions/Records office. Coordinate the research, analysis and resolution of student disputes as they relate to records and registration; responsible for recording approved course substitutions and waivers on students' records; assist with the overall college registration process. Develop and administer the departmental budget; responsible for the coordination, evaluation and certification of all graduation applications. Develops and coordinates commencement ceremonies. Performs all other functions as assigned by immediate Supervisor/VP for efficient operation. Work rules, codes of conduct, and other policies are part of the essential functions of the job.

**Salary:** Commensurate with education and experience based on salary schedule. Twelve month, non-tenure track position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

## QUALIFICATION REQUIREMENTS

**Education:** Master's degree required. Master's in educational administration, or related area preferred.

**Experience & Training:** Minimum 3 years recent experience in secondary/post secondary education. Experience working with Student Information Systems. Experience dealing with student records and compiling and certifying state/federal reports.

**Additional Qualification Requirements:** Bilingual preferred. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials. Successful completion of the reference and background check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Texas driver's license and be insurable through SWTJC insurers. Security-sensitive position.

**Submit Application To:** Human Resources (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) letter of application, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

### NOTICE TO APPLICANTS

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**