COLLEGE REGISTRAR

Position Description

Suffolk County Community College is a comprehensive, multi-campus community college located on Eastern Long Island, New York with an enrollment of approximately 21,000 students on three campuses. The College Registrar is a college-wide position reporting to the Vice President for Student Affairs. Responsibilities include the following:

1. Provide for the collection, preparation, maintenance, and custodial care of permanent student academic records in accordance with State laws pertaining to such records.

2. Certify and issue official transcripts of records to authorized personnel, institutions, or agencies as required.

3. Evaluate and certify all applications for graduation.

4. Work with the campus Registrars' Offices to insure the effective delivery of registration services and compliance with approved policies and procedures.

5. Coordinate the development and implementation of college-wide systems, policies and procedures for the registration, records, graduation, and transcript areas.

6. Serve as the official reporting officer for the College, including the submission of various state and federal reports regarding student characteristics and enrollment.

7. Supervise the on-going activities of the College Records Office; coordinate the hiring, supervision, and evaluation of all personnel assigned to the College Records Office; prepare and manage the budget.

8. Chair the Registration Advisory Committee and coordinate the development of the registration calendar.

9. Coordinate the implementation and continuing development of the telephone registration system and other alternative registration modalities.

10. Coordinate the production of the schedule of classes each semester.

11. Serve as the College's Records Access Officer and handle all subpoenas, court orders and other legal requests regarding student records.

12. Perform other related duties as assigned by the Vice President for Student Affairs.

An AA/EEO Employer