

**GALEN HEALTH INSTITUTES, INC.
POSITION DESCRIPTION
SYSTEM REGISTRAR**

POSITION TITLE: System Registrar

SUPERVISOR: Vice President/Chief Operating Officer

POSITION GOAL: Directs and coordinates college registrar activities and performs administrative functions in leadership of campus registrars. Maintains statistical records and information of students. Ensures integrity of the Galen’s academic and student record keeping for registration and graduation, develops systems that enhance the efficiency and effectiveness of the registration process, provides recommendations on and enforces academic policies that affect student enrollment, retention, and graduation and provides faculty and staff support. The system registrar leads the campus registrars to:

1. Ensure proper production of class rosters.
2. Coordinate rosters with accounting for billing purposes.
3. Develop and oversee processes for collection of required admission and medical documents.
4. Implement and communicate Galen’s academic policies to administrative staff.
5. Produce the class schedules for each academic term.
6. Work with Deans and VPAA to evaluate and assess transfer of credits from other institutions.
7. Ensure all requirements have been met prior to graduation.
8. Oversee student information system as it pertains to student records and registration, and class scheduling.
9. Manage contact information for college emergency alert systems.
10. Ensure compliance with articulation agreements within the registrar’s scope of work.
11. Prepare ad hoc and regulatory reports.
12. Responsible for updating academic catalogs and student handbooks, in conjunction with compliance department.

POSITION REQUIREMENTS:

1. Minimum 3 years experience as a registrar or similar position
2. Proficient in Microsoft Office applications
3. Bachelors Degree in a business related field
4. Must be detail oriented and able to work in a dynamic environment
5. Display a student-centric service oriented approach.

Some travel required

Employee Signature

Date

VP of Finance Signature

Date