JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Registrar</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Administration</td>
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<tr>
<td>Reports to:</td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Supervises:</td>
<td>N/A</td>
</tr>
<tr>
<td>Classification:</td>
<td>Salaried</td>
</tr>
<tr>
<td>Status:</td>
<td>Non-Exempt</td>
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</tbody>
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PLEASE NOTE: Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.

POSITION OVERVIEW: To assist Director, Academic Dean, Instructors, and Administrative Officer in student retention. Maintain and secure all student and graduate transcripts, and maintain all current academic files.

ESSENTIAL FUNCTIONS:
2. Responsible for ensuring data entry on all Student Academic, Attendance and note fields are updated in the Diamond D database system is entered timely and correctly.
3. Responsible to ensure all filing is completed timely and accurately.
4. Must process, maintain and secure all graduate and Student transcripts.
5. Ensure all Students and/or graduates are in good standing with Students Accounts before releasing official school transcripts.
6. Submit weekly attendance reports to Attendance Committee (PD’s, A.O., Campus Director, Academic Dean, Student Services, Admissions, F.A., Career Services)
7. Orient new Students on WTC’s school policies and procedures.
8. Responsible for all instructors’ attendance rosters. Whenever a new class starts, rosters should be provided to the Instructor no later than 3 days after the start. For continuing classes, rosters should be provided to Instructors the day of.
9. Work with Administrative Officer and Academic Dean to ensure Students are complying with attendance and academic requirements.
10. Responsible for addressing Student absences with Program Director, Instructor, Academic Dean, Campus Director, and any other assigned parties.
11. Provide phase dates to Program Directors and Admissions.
12. Participate in retention meetings with Academic Dean, Program Directors, Instructors and Administrative Officer.
13. Responsible for processing, and follow up on LOA’s. Must contact Students on LOA in any possible way (calls, e-mails, letters, etc.)
14. Ensure that monthly audits are performed on academic files to ensure grades and attendance are current and that phase dates are correct.
15. Audit Diamond D statistics on a weekly basis.
16. Participate with the Administrative Officer in quarterly Students File audit (December, March, June and September).
17. Provide Students with Academic & Attendance probations following WTC’s policies and procedures.
18. Responsible for processing Students Drops/Cancels following WTC’s policies and procedures.
19. Control the flow and routing of termination, re-start, or change of status student files, and follow up.
20. Process re-starts timely.
21. Advise students and take disciplinary action for academic and attendance violations. Refer difficult cases to Administrative Officer.
22. Issue clearance sheets to Students that meet Graduation requirements, timely and correctly.

**OTHER RESPONSIBILITIES OR REQUIREMENTS:**
1. Perform other work related assignments and duties given by the President, Executive Vice President, CAO, or CEO.
2. Must be able to work flexible hours.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**
1. High school graduate or equivalent.

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**PLEASE NOTE:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**
1. Ability to read, write, speak and understand English fluently.
2. Ability to articulate in Spanish.
3. Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.
4. Must be customer service oriented.
5. Ability to meet or exceed the company’s attendance and punctuality standards.
6. Ability to evaluate objectively, fairly, and consistently.
7. Creativity and initiative.
8. Ability to operate a computer and other normal office equipment.
9. Must possess excellent telephone skills.
10. Type 55 wpm accurately.
11. Ability to conduct presentation to groups.

**PHYSICAL REQUIREMENTS:**
1. Color Vision
2. Hearing
3. Travel between campuses

This above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities. I do hereby certify that I have read and do understand the above job description. I also understand and agree that Western Technical College has the right to change or otherwise modify this job description at any time.

__________________________________________________  ______________________________________
Signature/Print Name                                                                 Date