**Registrar Job Description (3.24.2020-CAO)**

**Richard Gamble**

**Registrar Reports to: Chief Academic Officer (CAO)**

1. Appointed by and reports to the Chief Academic Officer (CAO)/Dean
2. Contributes to the Agenda for and participates in the Academic Affairs Council.
3. Oversees DIAL and collects and records on student transcripts
4. Provides oversight of and maintains Student Academic Progress (SAP) policy and student files.
5. Oversees/guides student appeals and due process.
6. Transmits and/or responds to registrar@ogs.edu emails daily.
7. Maintains the student database (SAP) and directories
8. Working with the CAO assists in developing and maintaining Core Schedules
9. Assists in creating class rosters in DIAL
10. Maintains printed copies of Core schedules and lists names of students in attendance on the printed schedule.
11. Sends an electronic copy of the upcoming year’s calendar to students as soon as the calendar is approved.
12. Assists in providing incoming students with Student Identification Cards.
13. Maintains hard-copy student files in proper vault location and electronic records in secure locations.
14. Responds to transcript requests, generates and sends student transcripts to intended parties according to established protocol.
15. Makes reports for students receiving VA benefits and Federal Student Loans, maintains students’ administrative files and provides appropriate information to the business office.
16. Participates in graduation ceremonies and other special activities as needed.
17. Maintains a list of appropriate procedures for each task, detailing how and when each is to be done.
18. Contributes to annual reports for accreditation (TRACS), authorization (THEC), CHEA, and IPEDs.
19. Assists the Director of Institutional Effectiveness as needed.
20. Other duties as assigned.