



American Samoa Community College
Department of Student Services
EMPLOYMENT OPPORTUNITY

Position Title: Registrar
Employment Status: Full Time/12 Months – Career Service

General Description:

Coordinates and administers all phases of the institution's registration process, transcript evaluation and record keeping. The incumbent reports directly to the Dean of Student Services.

Job Duties and Responsibilities:

- Direct and coordinate college registration activities.
- Interpret registration policies to faculty, staff and students.
- Consult with other officials in order to devise registration schedules and procedures.
- Direct preparation of student transcripts and assist in evaluating transcripts for transfer students.
- Evaluates military course transcripts
- Insures accuracy of transcripts including supervising grade input and transcript handling by staff.
- Train and evaluate assigned staff.
- Evaluates honor systems and make selection of individuals.
- Issues official transcripts.
- Evaluate applications for graduation including preparation of commencement list.
- Establishes internal control to insure the integrity of highly confidential materials.
- Analyze statistical data on registration for administrative use in formulating policies.
- Direct preparation of statistical reports on educational activities for government and educational agencies.
- Determines and implements operational procedures.
- Identify problems, diagnose causes and determine corrective actions.
- Expedite communication between upper level management and general personnel.
- Assist in new student orientation and recruiting.
- Participate in and assist in student recruitment programs with other members of faculty and staff.
- Perform other duties as assigned by the Deans of Student Services.

Knowledge and Experience:

- Oral and written communication skills
- Organization and managerial skills
- Knowledge of computer applications and data base system and software

Minimum Qualifications: Master degree in Public Administration , Business Management, MIS or in related field. Approximately 3-5 years experience in management, Counseling experience in

academics at the college level. Computer skills in data base management systems. Experience working with parents and familiar with the Samoan culture.

Salary: **Salary will be commensurate with degree and experience.**

Application Deadline:

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 403/335/436

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