

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Registrar
Supervisor: Dean of Student Services
Opening Date: July 13, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- Bachelor's degree required in business, education, management, or related field from an accredited institution.
- At least minimum of two years successful experience in a registrar's environment; preferably at the community college level.
- Experience with IPEDS data collection and reporting requirements strongly preferred.
- Experience with collecting, analyzing, presenting institutional research data strongly preferred.
- Demonstrated management, problem solving, administrative, analytical, counseling, communication (oral/written), interpersonal, organizational, and customer service skills.
- Ability to work harmoniously and collaboratively with students, faculty, staff, administrators and other constituencies.

JOB DUTIES & RESPONSIBILITIES:

- Provide leadership and oversight in developing office policies and procedures to continuously improve the services provided by the Registrar's Office.
- Maintain transcripts and transcript services, certify official transcripts, and perform incoming transcript evaluation and recording.
- Follow policies and procedures that ensure that student data/records are entered, updated, processed, utilized, and stored properly both internally and externally.
- Review and audit student transcripts for graduation and issue degrees and certificates.
- Ensure compliance with federal, and state regulations and guidelines in regard to student academic records, in particular, the Family Educational Rights and Privacy Act of 1974 c (FERPA) and Title IV regulations.
- Responsible for the AIMS/AKIS reports
- Proficient use of, and data entry into, Empower (student information system) at CCCC. Assist with the teaching of Empower to faculty and staff.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to sheri.diehl@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

