

AANIHH NAKODA COLLEGE
JOB DESCRIPTION

JOB TITLE: Registrar/Admissions Officer
DEPARTMENT: Student Services

PERFORMANCE DESCRIPTION: To provide the best quality student and community services within the Student Services Department. This is a combined position of Registrar and Admissions Officer (R/AO) duties. The position is administrative, full-time, and salaried. The Registrar/Admissions Officer is supervised by the Dean of Student Affairs; the R/AO supervises the Assistant to the R/AO and/or Institutional Research Assistant.

PERFORMANCE OBJECTIVES: In accordance with the Aaniiih Nakoda College Mission Statement and College Core Themes and Goals, the R/AO shall provide the coordination of student orientation and registration activities; the processing and maintenance of student official records; coordinate the revisions of the and proof the college catalog; research and process institutional reports; input and maintain the academic and CEU courses; assign students advisors according to their academic major; supervise the Assistant to the R/AO (institutional research assistant). Process official and working student transcripts. The R/AO is responsible to maintain accurate student records which reflect all the registered classes and grades received; completes the evaluation of incoming transfer credit(s). The R/AO shall have the ability to work as a team member, leader and facilitator for the best positive outcomes. The R/AO shall be knowledgeable and follow the ANC Personnel Policies and Procedures. The R/AO must be willing to step out of the “box” and participate and/or possibly lead with duties as assigned. Attend as a member of the Curriculum Committee and Nurse Education Committee.

The Registrar/Admission Officer is responsible for:

- The processing and maintaining all incoming admission applications to include online, re-applicants for admissions, dual enrollment, continuing education;
- Entering all admissions data within the Empower software;
- Provide admissions counseling;
- Is responsible for registration of all academic and continuing education students;
- Maintains all academic and continue education demographic information for all students;
- The R/AO is responsible institutional research and reporting and for all appropriate reports for all AIHEC, Federal, State, and local agencies regarding student demographics.
- Provide training to R/AO assistant and/or Institutional Research Assistant when needed.
- Works closely with the business office personnel and IT personnel to ensure Empower records and codes are accurate and accurately implemented and maintained.
- Complete the required reporting for the National Student Clearing House.
- Assist students with academic guidance.
- Works with Financial Aid Director when veteran students are applying and receiving GI Benefits.
- The R/AO is responsible for keeping up withal Empower software and new updates that effect student records and will work closely with the Manager of Information Systems.
- The R/AO must be aware of the Students Right to Know, Family Educational Rights and Privacy Act of 1972, the Title IX regulations, and Jeanne Clery Act.

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QUALIFICATIONS:

- Required a baccalaureate degree in Business Management or Administration, or Communications or closely related field; with experience in academic advising and/or curriculum development and/or student services;
- Preferred Masters degree in Business Management or Administration, or Communications, or closely related field;
- Experience with institutional research and reporting;
- Excellent oral and written communication skills;
- A minimum of 3 years working in a tribal college/college in student services or closely related department;
- Preferred knowledge of the Fort Belknap Community and cultures, histories, and traditions of the Aaniiih and Nakoda people.

Salary According to the ANC Salary Scale; commensurate with experience and qualifications.

Submit to apply: 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) Three current letters of recommendations; *please have letters of recommendation correlate with the job you are applying for.* Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. For more information call 406-353-2607 x 3901 or mbrockie@ancollege.edu. Anticipated start date: As soon as possible. ***Open until filled. Incomplete applications will not be considered.***

Aaniiih Nakoda College does not discriminate based on race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.