

AANIIIIH NAKODA COLLEGE

JOB DESCRIPTION: REGISTRAR/ADMISSIONS OFFICER  
DEPARTMENT: STUDENT SERVICES  
CLASSIFICATION: ADMINISTRATIVE

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). Support campus/student activities and committees for the college; process official and working student transcripts; and other duties as assigned. The R/AO is responsible to maintain accurate student records which reflect all the classes taken and grades received; completes the evaluation of incoming transfer credit(s). The R/AO should 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.

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; maintain 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. The R/AO will collaborate with other personnel to plan the commencement activities. Maintains and trains all personnel on Empower software; updates Empower when information is made available. Works closely with the business office personnel and IT personnel to ensure that Empower is working properly and records and codes are accurate and accurately implemented. Assist students with academic guidance. Certifies and assists veteran students with the process of applying and receiving GI Benefits. The R/AO is responsible for keeping up withal Empower software and new updates that effect student records. The R/AO is responsible for the Students Right to Know and Family Educational Rights and Privacy Act of 1972, and will provide in-service training to staff and faculty.

MINIMUM QUALIFICATIONS: A Master’s Degree in Business Management or Administration, or Communications; with experience in academic advising and/or curriculum development and/or student services. Experience with institutional research and reporting. Excellent oral and written communication skills. At least 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. Supervises the Institutional Research Assistant.

Salary: Salary commensurate with experience and education.

How to apply:

Submit: 1) Letter of Application; 2) Current Resume; 3) Official College Transcripts; 4) 3 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 222 or by email, mbrockie@ancollege.edu.

Position open until filled.

An incomplete application will not be considered.