

AANIIH 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.

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 needed. 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 for institutional research and reporting and for all appropriate reports for all AIHEC, Federal, State, and local agencies regarding student demographics.
- Provide staff and faculty training regarding registrar/admissions officer duties/protocols 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 with all 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 Master's 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: Complete the ANC Employment Application and 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.