



oregon college of  
art and craft

## Registrar

August 2017

### Position

Oregon College of Art and Craft is seeking a dynamic and capable Registrar. The Registrar is responsible for all student and course scheduling, record keeping and processing for a small but growing student body of approximately 200 undergraduate and graduate students and potentially 2500 Registrants in our Community Programs. The position is the only academic record keeping position and is responsible for customer service as well as academic policies, reports and related compliance issues. The Registrar also coordinates retention and graduation strategies with the Coordinator of Student Services, the First Year Adviser, Department Heads and the Director of Enrollment Management.

### Duties and Responsibilities:

Responsibilities: Oversees all aspects of academic recording keeping for the College including

- Manages all aspects of registration and student record keeping including transcript processing, grading, mid-semester assessments, and monitoring academic program progress
- Ensures that academic policies are followed, regularly reviews for changes and adheres to ACCRAO best practices and guidelines
- Oversees and handles registration, including working closely with the community program division
- Educates and ensures all faculty and staff follow FERPA regulations and monitors for compliance with these regulations
- Coordinates and processes transfer credits, mobility registration, consortium and partnership program registrations
- Serves as staff liaison to the curriculum committee
- Provides timely information and text for semester schedules and the degree catalog for publication
- Actively participates in orientation and ensures timely correspondence with new students
- Maintains and secures all related paper and electronic files
- Manages digital student information system software for registration purposes
- Monitors and communicates with students on leaves of absence, mobility and academic probation
- Distributes course rosters and other forms to faculty at the beginning of each semester
- Maintains and updates registration related forms
- Distributes to faculty and collects academic warnings for students at midpoint of each semester
- Coordinates reporting of grades each semester
- Prepares schedules for pre-thesis and thesis reviews
- Assists in planning and executing graduation including collecting diploma applications, names and thesis titles for graduation and thesis show
- Distributes and collects course evaluation forms
- Maintains student directory information and publishes each semester for faculty/staff use
- Produces student emergency contact directory
- Performs enrollment verifications

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- Oversees and reports statistical information relating to enrollment, including IPEDS and SED surveys, monthly and end-of-semester enrollment reports, as well as other governmental/accreditation reports
- Manages department budget and work study personnel
- Other duties as assigned

**Experience and Qualifications:**

- Two or more years working experience in a registrar’s office at the secondary or higher education level
- Knowledge of federal guidelines and regulations that apply to higher education and record keeping, including FERPA and HEOA
- Proven track record providing excellent service to students and a strong desire to work with students one on one
- Experience compiling, analyzing and reporting student and institutional data
- Experience working with an academic record keeping database and student information system
- Excellent oral, written and communication skills and a positive, helpful, pro-active approach to serving the College’s students and faculty (essential)
- Microsoft Office proficiency including Excel and Word
- A minimum of a bachelor’s degree is required, and master’s degree in an appropriate field is preferred as is an appreciation of contemporary art and craft

**Application Information**

The position is full time, salaried with full benefits package. Please submit cover letter, resume and three professional references to [careers@ocac.edu](mailto:careers@ocac.edu) Attn: Registrar.

Review of applications begins immediately and continues until position is filled.

**About Oregon College of Art and Craft**

Oregon College of Art and Craft (OCAC) has earned a reputation as a leading college of art and craft. Known for its exceptional faculty of artists and makers, the uniquely small, mentor-based community is comprised of approximately 180 students who pursue full-time bachelor’s or master’s degree programs, in addition to the 2500 students enrolled annually in youth and adult programs. At OCAC students are encouraged to work across the full range of its specialized facilities in the seven studio areas that comprise Craft at OCAC. Its hands-on, studio-based approach to learning – one in which critical thinking informs making works by hand – is enhanced by a robust, integrated liberal arts component that prepares graduates to become critical and informed makers and thinkers eager to interact with the world around them. Founded in 1907, OCAC is an active player in the Portland, OR community as the home of the small batch, hand-made, environmentally sound, and ethically entrepreneurial.

OCAC offers five academic programs: a BFA, an MFA in Craft: Critical and Innovative Practice, an MFA in Applied Craft and Design (in cooperation with PNCA), a Post-Baccalaureate Certificate, a Certificate in Craft and a soon to be Launched MFA in Industrial Design. The Bachelor of Fine Arts includes twelve majors: Book and Print, Ceramics, Cross Media, Digital Strategies, Drawing and Painting, Fibers, Functional Object, Image and Narrative, Metals, Photography, Sculptural Practice, and Wood. Courses develop deep fluency in materials knowledge gained through haptic processes, sophisticated conceptual thinking, and the means to effectively communicate. Mentor-based pedagogy cultivates a refined studio practice and direction.

For more information, visit [ocac.edu](http://ocac.edu).

*Oregon College of Art and Craft is committed to equal employment opportunity for all persons without regard to race, color, creed, religion, sex, national origin, marital or parental status, political ideas, sexual orientation, veteran status, age or disability. In addition, the College is committed to improving employment opportunities for and utilization of people who may have been denied equal opportunity in society at large. The College encourages application from people of color.*

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