

[list position] at Northwest Florida State College

Position:	Executive Director—Academic Records & Enrollment
Department:	Student Success
Hours:	Full-Time
Classification:	Administrative II
Salary:	\$57,086-\$75,000
Location:	Niceville Campus, Building 400
FLSA Status:	Exempt
Application Deadline:	Review of Applications will begin immediately.



Qualifications

- Master's degree plus minimum of 3-5 years' experience required.
- Excellent budget planning skills.
- Supervisory experience.
- Work experience in the higher education setting preferred.
- Demonstrated excellence in written and oral communication.
- Strong interpersonal and organizational skills.
- Proficiency working with technology; Banner experience preferred.
- Business professional dress is expected in this position.

Duties and Responsibilities

- Provide leadership and administrative oversight of the Office of Academic Records and Enrollment;
- Responsible for all activities associated with the development and maintenance of student academic records including, but not limited to, those pertaining to admissions, registration, degree certification, and student records;
- Provide guidance and leadership in addressing technical issues, policy questions, and other support efforts as it relates to admissions, registration, degree certification, and student records;
- Oversee campus approval process for faculty and staff to access the College's Student Information System (Banner) Student Module, Banner Document Management System (BDM), COGNOS Reporting System, and Degree Works Degree Audit System;
- Manage all rules and processes within the Banner SIS and Recruit (CRM) as it relates to admissions, registration, degree certification, and student records;
- Oversee all manual registration drops, including but not limited to, drop-for-non-payment, drop-for-non-attendance, missing pre-requisites/co-requisites, and Academic Suspension, and assist with the drop-for-non-payment;
- Oversee mandatory end-of-term processes, including but not limited to, the rolling of grades, re-calculation of GPAs, updating course repeat indicators, updating student type status, updating Academic Standing, updating Dean's/President's List designation, posting of degrees and graduation honors, and releasing of diplomas;
- Ensure appropriate student communication associated with all records and enrollment actions;
- In conjunction with the Office of Institutional Research, ensure accurate data submissions to meet both state and federal reporting requirements; serve as the College's Student Data Certifying Official;

Duties and Responsibilities - continued

- Oversee the coding, updating, and modifying of degree program templates within the institution's Degree Works degree audit and educational planning tool;
- Maintain the College Catalog institutional policies that relate to admissions, registration, degree certification, and student records;
- Oversee the management of external articulation agreements entered into by the College;
- Review student appeals pertaining to admissions, registration, degree certification, and student records; ensure determinations adhere to state, federal, and/or institutional policies;
- Ensure that data is released in accordance with the Family Educational Rights and Privacy Act (FERPA) for all Subpoenas, Directory Information, and Solomon Data requests;
- Oversee budget operations for Academic Records and Enrollment to ensure prudent and efficient management of funds and resources;
- Establish and maintain strong relationships between the Office of Academic Records and Enrollment and other strategic campus partners (Academic Affairs, Information Technology, Finance, etc.)
- Oversee official communications sent on behalf of the Office of Academic Records and Enrollment;
- Represent the College and the Office of Academic Records and Enrollment at both on- and off-campus meetings, information sessions, and/or events, as needed;
- As a part of the college's risk management tool annual mandatory compliance training is required;
- Perform other duties as assigned.

Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 37.5 hour work week
- Flexible summer hours available
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

Apply Now

 (the Apply Now will be a link to the job on Hirezon)

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- A cover letter explaining why you consider yourself qualified for this position
- Resume
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWFSC prohibits any form of discrimination on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, gender identity, sex (including pregnancy), sexual orientation, marital status, disability, or age in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace

**NORTHWEST
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