

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
Fax: (906) 524-8106



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8400
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KBOCC Mission Statement: Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

JOB DESCRIPTION

POSITION: Bursar/Registrar (Full-time)

DEPARTMENT: Student Services

SUPERVISORY CONTROL: Dean of Student Services

SALARY: Grade 10: \$15.36 - \$23.05 per hour

LOCATION: Keweenaw Bay Ojibwa Community College
Wabanung Campus
770 N. Main St., L'Anse, MI 49946

SUMMARY:

This position is responsible for planning, managing, supervising, reporting, and advising on all activities related to student academic records, financial records, conferral of degrees, course registration, course and classroom scheduling, student information systems, academic catalogs, and related areas. The Bursar/Registrar ensures that all transaction processing, balancing, reconciliation and related accounting functions are performed in an accurate and timely manner.

MINIMUM QUALIFICATIONS:

- An associate's degree in business, accounting, finance, or a directly related field required. A bachelor's degree is highly desired.
- A minimum of three years' experience in fiscal management.
- Strong oral and written communication skills essential.
- Commitment to diversity, equity, and inclusion in curriculum and assessment practices.
- Must be able to lift 50 lbs. and ability to bend and ability to stand for long periods of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee all incoming and outgoing transcript transmissions and documentation processes.
- Manage all records and registration policies and services.
- Coordinates, supervises, and provides leadership for all functions, including the student information system, registration, grading, degree and enrollment verification,

academic records management, transcripts, compliance, and articulation, graduation auditing, and awarding of degrees.

- Oversees the management of policies, processes, and operations of the Registrar's Office and the accountability for the management of all records, registration policies, and services that support student success
- Provides oversight for integrity and accuracy of student academic record-keeping and transcript production and integrity in compliance with academic policies and standards
- Oversees the conformity of educational record use, dissemination, and privacy of student information to the College's policies and legal requirements, including the Family Rights and Privacy Act (FERPA) and other applicable laws and regulations as well as those of other regulatory agencies
- Oversees the implementation and effective use of systems for student information, degree audit, and other systems
- Monitors and verifies student enrollment data essential for official internal and external reporting related to academic and student records, including the National Student Clearinghouse, auditors, and accreditors, as needed
- Supervises the maintenance of the degree audit system and provide oversight for the monitoring of student's progress toward degree completion
- Promotes and maintains effective relationships with faculty, staff, and academic partners across campus and other institutions, collaborating on issues relating to curriculum, policies, and other areas of Registrar responsibilities
- Monitor and verify student enrollment and prepare enrollment reports for internal and external audiences, including auditors and accreditors, as needed.
- Collaborate with institutional researchers to develop enrollment reports and statistics.
- Process student account refunds and work directly with the Financial Aid Office, posting financial awards to student accounts.
- Implement 1098-T Data Collection, maintenance, reconciliation and reporting. Follow guidelines and requirements set by the IRS. Implement changes yearly as needed.
- Prepare student enrollment reports for external funding agencies.
- Attend training as required.
- Perform other duties as assigned

PRE-EMPLOYMENT TEST:

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- Crimes of violence
- Sexual assault
- Exploitation
- Contact with or prostitution
- Crimes against persons
- Offenses committed against children
- Child abuse or neglect

- Molestation

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to qualified veterans (DD214 required).

APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of reference, and official transcripts/certifications to:

Keweenaw Bay Ojibwa Community College
Attn: Human Resources
770 N. Main St.
L'Anse, MI 49946

Or via email to: hr@kbocc.com

Closing Date: Internally posted until July 22, 2024.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty