Registrar Job Listing

The California Institute of Advanced Management (CIAM) is a nonprofit graduate university that produces socially responsible and globally oriented business leaders who will make positive changes in their communities. CIAM values and promotes a culture respecting ethics, integrity, and the fulfillment of duty to our constituents, employees, and society. These are values that flow directly from the wisdom and philosophy of Peter F. Drucker.

POSITION:

Job Title:	Registrar
Department:	Academic Affairs Office
Location:	On-site/Hybrid (Four days on campus/ one day remote)

SUMMARY:

The Registrar serves as the institutional authority on student academic records, registration, academic policies, and degree progress. In this role, the Registrar ensures the accuracy, integrity, and security of all academic information while supporting institutional operations, accreditation needs, and regulatory compliance. As a key member of the academic team in a small graduate business school, the Registrar leads strategic initiatives that enhance student experience, streamline processes, and support program growth. The Registrar reports to the Vice President of Academic and Student Affairs (VPASA).

ESSENTIAL RESPONSIBILITIES:

Student Records & Academic Data Management

- Maintain and safeguard all official academic records in compliance with FERPA and institutional policy.
- Oversee the integrity, accuracy, and confidentiality of student records.
- Manage the Student Information System (SIS), Populi, ensuring data consistency, reporting functionality, and systems optimization.

Registration & Enrollment Operations

- Oversee course registration, enrollment verification, add/drop periods, and withdrawal processing.
- Collaborate with VPASA and Faculty to build and maintain the master course schedule.
- Resolve registration conflicts, troubleshoot system issues, and support students and faculty with enrollment-related concerns.

Graduation & Degree Audit

- Conduct degree audits and communicate progress with students and advisors.
- Manage the graduation application process, ensuring timely and accurate evaluation of degree completion.
- Coordinate commencement logistics related to academic records, diplomas, and honors.

Academic Policy Administration

- Interpret, implement, and enforce academic policies, procedures, and regulations.
- Advise faculty, staff, and students on institutional and state regulatory requirements.
- Support review and updates of the academic catalog, student handbook, and institutional policies.

Compliance, Accreditation, & Reporting

- Prepare and submit institutional, state, and federal reports (e.g., IPEDS, retention and graduation data, enrollment census).
- Ensure accurate data submission for accreditation reviews (WASC).
- Monitor regulatory changes impacting academic operations and recommend policy updates.

Leadership & Collaboration

- Partner with Admissions, and Student Services to support integrated student lifecycle processes.
- Support institutional planning efforts by providing data, analysis, and operational insights.

Technology & Systems Optimization

- Lead the selection, testing, and implementation of SIS enhancements, document imaging systems, and degree audit tools.
- Ensure best practices in data governance, workflow automation, and digital recordkeeping.

Student and Faculty Support

- Provide timely, effective service to students regarding transcripts, enrollment letters, academic standing, and degree progress.
- Train faculty and staff on using SIS tools and understanding relevant academic processes.

MINIMUM EDUCATION, SKILLS AND ABILITY REQUIRED:

- Bachelor's degree in Education, Business Administration, Information Systems, or related field.
- Minimum 5 years of progressively responsible experience in a Registrar's Office or equivalent academic administrative role.
- Strong knowledge of FERPA, accreditation requirements, and academic policies.
- Experience with Student Information Systems (Populi preferred).
- Excellent analytical, organizational, and problem-solving skills.
- Demonstrated ability to manage sensitive information with discretion and

professionalism.

Preferred

- Experience in a small institution or graduate/professional school environment.
- Data analytics experience, including report building in student information systems
- Project management certification or demonstrated project leadership experience.
- Knowledge of higher education financial aid

PHYSICAL REQUIREMENTS: The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding.
- The employee is occasionally required to reach with hands and arms; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Acute hearing is necessary for telephone and in-person communication with callers and assisting patients, and visual acuity sufficient to read a computer screen and paper documents.

BENEFITS SUMMARY

Salary will be commensurate with experience and internal equity. Benefits include a comprehensive health and wellness plan, tuition remission program for employee, spouse, and dependent children, a 401K retirement plan, and a personal time off (PTO) plan. Employment is contingent upon successful completion and clearance of a background check and employment verification.

SALARY RANGE: $62,000 to $72,000 annually

Additionally, CIAM's Annual Safety and Security Report 2022-2024 report is available to you. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at http://ciam.edu/new/campus-safety .   You may also request a paper copy from the Human Resources and Title IX office.