

Wabanung Campus
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L'Anse, Michigan 49946
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Arts & Agriculture Center
15211 Pelkie Road,
Pelkie, Michigan 49958
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KBOCC Mission Statement: As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.

JOB DESCRIPTION

POSITION: Registrar (Full-Time)
DEPARTMENT: Student Services
SUPERVISORY CONTROL: Dean of Student Services
SALARY: Grade 10 (\$17.70 - \$26.56)

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.
- 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
 - Molestation
 - Exploitation
 - Contact with or prostitution
 - Crimes against persons
 - Offenses committed against children
 - Child abuse or neglect

REGISTRAR DUTIES

- Manage and perform all functions related to student registration, academic records, transcripts, grading, transfer credit, articulation, degree auditing, graduation, degree and certificate conferral, enrollment verification, and related Registrar services.

- Maintain the accuracy, integrity, confidentiality, and security of student academic records in accordance with College policies, FERPA, accreditation requirements, and other applicable regulations.
- Process student registrations, adds, drops, withdrawals, program changes, enrollment-status changes, grade changes, incompletes, repeated coursework, academic forgiveness, course substitutions and waivers, and other approved academic-record transactions.
- Process academic standing at the conclusion of each applicable term and prepare and verify the Dean's List, Honors List, and other academic honors in accordance with College policies.
- Manage incoming and outgoing official transcripts and complete transfer credit evaluations and audits, including determining and recording approved transfer credits and course equivalencies and coordinating faculty or Academic Affairs review when necessary.
- Coordinate, maintain, and periodically review articulation and transfer agreements and course equivalencies with other institutions, ensuring transfer-credit practices remain current, consistently applied, and compliant with College policies and applicable accreditation and regulatory requirements.
- Maintain and administer the College's degree audit system and ensure current program requirements, catalog requirements, transfer equivalencies, substitutions, waivers, and approved curriculum changes are accurately reflected.
- Complete degree and graduation audits to verify that students have satisfied all applicable program, credit-hour, GPA, residency, general education, and other graduation requirements.
- Administer the graduation application process, including reviewing applications, identifying outstanding requirements, maintaining graduation candidate records, determining graduation honors, and communicating with students and appropriate College personnel regarding graduation eligibility.
- Complete final academic-record reviews and confer degrees and certificates; ensure awarded credentials and honors are accurately recorded and coordinate the preparation and distribution of diplomas and certificates.
- Work with Academic Affairs to implement approved curriculum, program, course, catalog, and academic policy changes within the student information and degree audit systems.
- Coordinate end-of-term grading and ensure final grades, grade changes, incomplete grades, and other approved academic-record changes are accurately processed and maintained.
- Complete enrollment and degree verifications and maintain accurate student enrollment status for institutional and external reporting purposes.
- Monitor, verify, and report enrollment, graduation, and academic-record data required by the National Student Clearinghouse, auditors, accreditors, governmental and funding agencies, and other authorized entities; collaborate with Institutional Effectiveness on official enrollment and completion reporting.
- Provide guidance to students, faculty, advisors, and staff regarding registration, academic records, transfer credit, degree requirements, graduation eligibility, and Registrar policies and procedures.
- Maintain appropriate documentation for transfer evaluations, academic exceptions, degree audits, graduation determinations, grade changes, academic standing, and other academic-record actions to ensure decisions are consistent, documented, and auditable.
- Serve as the College's designated School Certifying Official (SCO) for veterans education benefits, including assisting veterans, eligible dependents, and other students utilizing VA education benefits; reviewing required documentation; certifying enrollment and applicable

academic information; reporting enrollment changes, withdrawals, and other required adjustments; maintaining required records; coordinating with appropriate College personnel to resolve certification issues; ensuring compliance with applicable U.S. Department of Veterans Affairs requirements; and participating in required VA training, compliance surveys, audits, and reviews.

GENERAL RESPONSIBILITIES

- Ensure appropriate use, disclosure, retention, and protection of student educational and financial records in accordance with FERPA, College policies, record-retention requirements, and applicable legal and regulatory standards.
- Participate in institutional, accreditation, financial, and compliance audits and reviews involving student records, enrollment, transfer credit, graduation, student accounts, refunds, financial aid transactions, and other Bursar/Registrar responsibilities.
- Develop, maintain, and consistently apply procedures related to Bursar and Registrar functions and maintain current knowledge of applicable regulations, compliance requirements, College policies, and professional practices.
- Collaborate with Academic Affairs, Student Services, Financial Aid, Institutional Effectiveness, Accounting, faculty, advisors, and other College personnel to ensure accurate administration of student academic and financial records.
- Attend training as required and perform other related duties as assigned.

PRE-EMPLOYMENT TESTS: Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE: Preference is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internal posting available until August 25, 2026. External posting available September 1, 2026, and open until filled.

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 of difficulty.

APPLICATION PROCEDURE: Submit all required information to:

KBOCC Human Resources Office
770 N. Main St., L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation.

Official KBOCC applications can be found on our website: <http://www.kbocc.edu/employment/>