



Registrar Manager Job Description

Qualifications:

Master's or bachelor's degree desired or required 8 years of documented registrar experience with NESAs region stakeholders. Must have 3- 4 years of experience as Registrar Manager in the NESAs Center region. Must have 7-8 years of experience as an NESAs region academic registrar that interacts with the diplomatic and/or military community. Must have experience working with RCPAMS, AMHS, and SANS. Must be able to travel and support programs domestically and internationally. Must have proven experience supervising other registrar and registration functions throughout the NESAs region.

Tasks:

- Manage the nomination, admission, and registration processes IAW NESAs Center program plan.
- Draft cables and fund citation letters to the U.S. Embassies and assist with sending these funding authorization letters to each Embassy as required on behalf of the NESAs Center.
- Maintain efficient organization of NESAs's Registrar inbox.
- Assist with registration in-processing at various meetings/events as necessary.
- Track and enter registration information into RC PeopleSoft student management database.
- Provide functional feedback on database requirements for the Registrar Office to the Data Systems Manager to ensure effective technical processing of Registrar functions.
- Update/send acceptance letters and participation letters, update contact information, and assist, as necessary, with other administrative duties pertaining to international and US personnel participation in NESAs events in the US and abroad to include management of hotel room assignments, travel arrangements, and transportation movement.
- Attend meetings and conferences to coordinate programs with other agencies in the NESAs region as requested.
- Perform other duties associated with registrar functions as requested.

Additional Duties and Responsibilities:

- Serve as supervisor for Deputy Registrar.
- Create NESAs Center programs in blackboard.
- Create participant usernames for blackboard.
- Serve as the Data Systems Manager for RCPAMs.

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- Program allocations (slots) in DSAMS.
 - Create lists/materials associated with NESACenter programs (participant, breakout, and security lists, name tents, name tags).
 - Create participant ITOs for NESACenter programs (resident).
 - Provide budget office with final per diem assignments and itineraries.
 - Upload participant photos into RCPAMs.
 - Create final yearbook for each participant.
 - As the Data Systems Manager, perform final seminar scrub for each program entered into RCPAMs to ensure data is accurate and clean.
 - Responsible for submitting the final FMTR report at the end of every fiscal year (Foreign Military Training Report).
 - In addition to the FMTR report, enter final cost data.
 - Prepare and conduct official briefings providing information to USG Stakeholders, foreign embassy officials, and U.S. Embassies to include Defense Attachés on NESACenter rules, regulations, and policies for admissions.
 - Serve as the primary advisor to NESACenter senior leadership regarding all activities associated with NESACenter programs.
 - Serve at the main point of contact for admission processes with senior level personnel at the Department of State, Office of the Secretary of Defense, Joint Staff, CENTCOM, local universities, non-governmental organization, and NATO allies.
 - Build reports to provide data as necessary for senior leadership and faculty.
 - Track and analyze historical data of participants by country and organization to identify critical target areas to achieve NESACenter objectives.
 - Prepare and analyze demographic statistics, identify trends, and make appropriate recommendations to the NESACenter Director.