PRISON
UNIVERSITY
PROJECT

Prison University Project
Registrar, Job Description
January 2020
Full time (1 FTE), salary and benefits
San Rafael, CA
Salary: $70,000-90,000 annually

The mission of the Prison University Project is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. The Prison University Project is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

The Prison University Project is currently in a period of growth. After twenty years of operating a robust, high-quality higher education degree program at San Quentin, the organization is seeking independent accreditation. This new college will be one of the first of its kind, a world-class college based at San Quentin, designed solely for incarcerated students.

The incarcerated population that our program serves at San Quentin are on a medium security yard and are classified by the California Department of Corrections and Rehabilitation (CDCR) as male, including men, transwomen, and nonbinary/gender non-conforming people; the majority of our students are People of Color. .

Job Description
Reporting to the Director of Student Affairs, the Registrar will provide leadership to plan, organize, and manage all activities related to student records and registration. The Registrar will serve as the lead project manager for the implementation and development of a new Student Information System and will use the system to enhance student-focused strategies that lead to continued enrollment and completion. The Registrar will work both in PUP's offices in San Rafael and in a student-facing role inside San Quentin. The Registrar will work in close collaboration with the Program Team, which is comprised of 12 staff in Academic and Student Affairs divisions.

Essential Functions

Student records
- Serve as the certifying official of the College regarding transcripts, enrollment, and degree verification.
- Provide leadership in the implementation of technological solutions in Salesforce to support and enhance student services as they relate to areas of responsibility.
- Collect, record, maintain, and report student records within FERPA guidelines. Develop and enact written policies and procedures to ensure compliance with federal laws and correct management of transcripts/records.
- Develop policies and procedures related to student registration and course enrollment.
- Organize and administer the records, registration and graduation functions.
- Develop and manage an efficient process for evaluating incoming transcripts and communicate policies to the greater college community.
- Interface regularly with representatives of the California Department of Corrections and Rehabilitation as needed to ensure seamless recordkeeping between institutions.

Scheduling and space
- Work with the Chief Academic Officer and Director of Student Affairs to create and maintain the academic calendar and semester timeline, including course scheduling and classroom assignment.
- Maintain regular communication with prison in order to monitor available instructional space and scheduling needs, and recommend necessary changes and improvements.
- Work with Academic Affairs division of the program to produce and distribute accurate and timely course schedule information, withdrawal and late registration dates, and maximize the efficient use of instructional space.

Graduation
- Responsible for graduation audits and timely graduation processing. Assist in maintenance and updates related to graduation evaluation.
- Handle all aspects of Commencement planning, including but not limited to: ordering of diplomas, establishing Commencement lists, etc.

Policy and documentation
- Report findings on student data succinctly in narratives, charts, graphs, and/or tables.
- Work with the Director of Student Affairs and Academic Program Director to produce the College Program Catalog.

- Support the Director of Student Affairs in developing and maintaining the policies and procedures manual.

Other Essential Tasks
- Escort faculty into San Quentin several afternoons and evenings per week, and provide support on-site for faculty and students during those times.
- Conference regularly with students and provide advising and support for students regarding pathways through college, transfer options, and other matters related to course offerings and the degree.
- Research, analyze, and resolve student concerns as they relate to records, registration, and graduation eligibility issues.
- Participate in regular (bimonthly) all-staff meetings, and other organizational meetings.
- Participate in weekly Program Team meetings.
- Other duties as assigned.

Minimum Qualifications
- Operational experience in key Student Information System research competencies, including data management, data quality assurance, reporting, and analysis to support required reporting, to aid in decisions and planning, and to facilitate student success.
- Experience with standard external reporting expectations and familiarity with data reporting requirements for regional accreditation.
- High level of written communication skills.
- Extreme detail orientation.
- Three to five years of experience as a Registrar or in relevant field.
- Master's degree in a relevant field preferred, or commensurate professional experience.
- Demonstrated continued professional development in the field (e.g., AACRAO membership; participation).

Compensation and Benefits
The Prison University Project offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by the Prison University Project. We also offer vacation and holiday pay, as well as opportunities for professional development.

How to apply
Please submit your cover letter and resume to hiring@prisonuniversityproject.org with "Registrar" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

We seek candidates who share a commitment to PUP's mission and proven ability to work with multi-racial, multi-ethnic, multi-generational, and multi-gendered communities. We especially encourage applications from candidates of diverse socio-economic backgrounds; and/or who reflect the cultural, ethnic and racial diversity of our student body; as well as people directly impacted by incarceration. In keeping with our beliefs and goals, we welcome applicants who are LGBTQ and/or gender diverse.

Statement of Non-discrimination
The Prison University Project provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.