Step 1 – Identifying information (See instructional PDF):
Position Title Requested: Associate Registrar for Operations
Date of Description: 10/115/2018 Supervisor Title: Registrar
Position Number: 493333 Department: Registrar
Was the position previously exempted? Yes _X__ No ___
Is the position currently filled by a Classified employee? Yes ___ No _X__
Funding source* (check one): Grant ___ Gift ___ Auxiliary ___ Contract ___ General Fund _X__
Is the position involved in the direct delivery of academic curriculum? ___ YES _X__ NO
If YES, explain how the position fulfills this role – be specific in your response.

*To qualify for exemption from the State Personnel System on the basis the funding source, no portion of the funding source may come from General Funds.

HR Use ONLY
Approved Position Title: 
Date Reviewed: FLSA Exemption:
Exempt from Classified system? Date Exempted:
Basis for Exemption from Classified system:

Step 2 – Job Purpose:
The Registrar’s Office exists to enroll students, maintain grade and enrollment records, schedule courses, and certify undergraduate degree completion. This unit administers special programs such as VA Educational Benefits, inter-institutional agreements, and tuition classification. This unit also manages the data input to and extracted from the Student Information System (SIS).

The position of Associate Registrar for Operations supervises day-to-day operations of the Office of Registrar to ensure smooth and efficient operations. The Associate Registrar provides a welcoming and inclusive environment to students, faculty and staff seeking support from the Office of the Registrar concerning student records and other student-related information in accordance with federal, state, local, and university regulations and procedures. Reporting to the
Registrar, the Associate Registrar provides supervision for Program Assistants and students, workers and assists with leadership for the successful planning of resources, processes, and technologies that impact student enrollment and academic progress.

- schedules classes and rooms, and is the lead in maintaining data accuracy in the Banner Student System. This position exists to create term specific class schedules; to create the common and final examinations schedules; to schedule academic classrooms; to supervise three Program Assistant I positions and approximately 15 student workers; to supervise front office and front desk operations; to produce files and reports to meet compliance standards; to set up the registration system before and during registration; to maintain the course inventory based on curriculum updates, to advise and counsel students and faculty concerning academic policies and procedures; and to manage overall the operations of the Registrar's Office.

**Step 3 – Responsibilities: (all essential)**

**A. Responsible for Daily Operations and Leadership (50% annually)**

2. Trains new staff and students in Registrar's Office operations. Retrains existing staff on policy and procedural changes.
3. Handles all aspects of daily budgeting, purchasing, and tracking expenses for the Registrar’s Office.
4. Manages the complete course inventory in the Banner system. Works with curriculum councils to enter new courses and updates to courses on a regular basis.
5. Controls all future term setup and scheduling setup for upcoming terms to ensure data accuracy.
6. Decides on student petitions - both drop/add and in-state tuition petitions.
7. Completes all end of term processing including collecting grades and processing academic standing.

**B. Class and Exam Scheduling (1540% annually)**

1. Manages the creation of all new class schedules. Schedules classes into rooms, mediates and decides on faculty issues as they concern class and room scheduling, negotiates with departments to create new sections of classes as needed to meet needs of continuing students. Detects conflicts in departmental scheduling and resolves conflicts at the institutional level. Researches possible improvements in the scheduling process.
2. Creates the common and final exam schedules. Works with departmental representatives to ensure that exams do not conflict or cause students to have excessive number of finals in one day.
3. Manages the complete course inventory in the Banner system. Works with curriculum councils to enter new courses and updates to courses on a regular basis.
4. Controls all registration setup in the Banner Student System in order to allow the correct
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A group of students to register during each early registration time period. Sets registration restrictions according to CSM policy. Sets up all forms related to registration in the Banner system in advance of the registration period.

Acts as system administrator for Astra Schedule and CourseLeaf.

4) Approve, create and maintain access and passwords for system users. Ensure that the System is meeting on-campus client needs.

C. Class and Room Scheduling and Space Issues (2015% annually)

1) Oversees the scheduling of academic classes and classrooms to meet the needs of departments, faculty, students and outside customers. Determines priority use of these classrooms in resolving scheduling conflicts. Mediates and negotiates among departments when space is in high demand.

2) Schedules events into classrooms for on-campus and off-campus clients. Manages the CourseLeaf CLSS module data for maximum accuracy and efficiency.

3) Researches possible improvements in the scheduling process.

C. Responsible for Daily Operations and Leadership (10% annually)

5) Supervises three Program Assistant I positions in the Registrar’s Office. Manages operational functions of the Registrar’s Office. Determines workflow and deadlines for the Registrar’s Office daily front desk operations. Supervises registration and records processes, COF, VA, and transfer.

6) Trains new staff and students in Registrar’s Office operations. Retrains existing staff on policy and procedural changes.

7) Handles all aspects of daily budgeting, purchasing, and tracking expenses for the Registrar’s Office.

D. College Opportunity Fund (10% annually)

Verifies that COF procedures are running in Banner Student System correctly. Manages the COF processes for the Registrar’s Office. Oversees the resolutions to COF errors with campus offices and State agencies.

DE. Represents the Registrar’s Office on Campus (10% annually)

Represents the Registrar/Registrar’s Office on various campus committees.

EF. Campus Calendars (5% annually)

Creates School calendar which is presented and voted on annually in Calendar Committee meeting. Provides calendar data to other offices as requested. Maintains the online calendars. Provides updates for the Bulletin, Brunton catalog and other publications as requested.

FG. Special Projects (5% annually)

Provides assistance on special projects and duties as assigned by Registrar.
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Step 4 – Qualifications:

Required:
The person in this position must have a working knowledge of and operate in accordance with Federal, State and local laws and guidelines, including FERPA regulations, CCHE Regulations, and CSM rules and policies. This person must have the ability to apply these guidelines to all situations, no matter how unique. This person must be willing to gain knowledge by researching solutions created by other Universities and Schools for problem situations, and to continue the learning process by attending professional conferences and workshops to improve upon his/her knowledge base. Significant management knowledge is required.

- Bachelor's degree from an accredited institution.
- At least five years of experience higher education full-time employment experience in the following areas: Registrar, Admissions, Bursar, or Financial Aid.
- Experience working in a Registrar’s Office
- Experience in curriculum policy and higher education rules and regulations.
- At least two years of supervisory or management experience.
- Proficiency with various higher education computer applications and programs.
- Experience in the area of computerized student records using Banner, CourseLeaf, Parchment, and Astra Schedule;
- Demonstrated ability to analyze and change systematic programs; the creativity to apply policies, procedures, and regulations for higher education to computerized programs.
- The person in this position must have a working knowledge of and operate in accordance with Federal, State and local laws and guidelines, including FERPA regulations, CCHE Regulations, and CSM rules and policies.

Preferred:

- Master's degree.
- Experience and enthusiasm in working with a diverse student, staff, and faculty population from a growing university setting.
- Experience working in an Office of the Registrar. At least five years of experience in a Registrar’s Office.
- Experience working with student veterans and processing Veteran Affairs certifications.
- Experience with DegreeWorks
- Experience working with student veterans and processing Veteran Affairs certifications.
- Experience with Student Clearinghouse reporting.
- Candidates with at least two years of experience at the Assistant Director level or above.

Step 5 – Decision Scope:
The Associate Registrar is one of four management positions in the Registrar’s Office. The person
in this position is the principal professional subordinate to the Registrar, and is head of office in the Registrar's absence. This position has broad decision-making authority for all aspects of the office. This person must be able to work cooperatively with faculty, students and staff, and must have the ability to represent the Registrar's Office at the Colorado School of Mines in a positive and professional manner. The person in this position must have a working knowledge of and operate in accordance with Federal, State and local laws and guidelines, including FERPA regulations, CCHE Regulations, and CSM rules and policies. This person must have the ability to apply these guidelines to all situations, no matter how unique. This person must be willing to gain knowledge by researching solutions created by other Universities and Schools for problem situations, and to continue the learning process by attending professional conferences and workshops to improve upon his/her knowledge base.

Step 6 – Communications:

The Associate Registrar must possess strong organizational and interpersonal skills, be detail oriented, self-motivated, capable of handling complex projects, and the ability to work independently. Other necessary skills include a high level of comfort working with technology, the ability to handle confidential and sensitive data, excellent student services skills, and effective verbal and written communication skills. The Associate Registrar communicates with students, faculty, and staff and external partners on a daily basis. They must be able to communicate effectively, accurately, and timely. Communication and mentoring is critical to maintaining professional decorum and creating a positive and supportive experience for students, faculty and staff.

Step 7 – Work Environment and Physical Demands

[Replace this text with Work Environment and Physical Demands information]
Step 8 – Approving Signatures:

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<thead>
<tr>
<th>Direct Supervisor/Manager Signature</th>
<th>Typed/Printed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Director or Manager Signature</td>
<td>Typed/Printed Name</td>
<td>Date</td>
</tr>
<tr>
<td>Additional Signature (if dean or VP requires)</td>
<td>Typed/Printed Name</td>
<td>Date</td>
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</tbody>
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Checklist:
- Are all sections completed?
- Are essential functions identified?
- Is form signed?
- Organization chart attached?

Incomplete forms or forms missing signatures or an attached organization chart will be returned to the originating department; only completed forms will be processed.